



**Programme Guide for
EMBO Young Investigators
and
Installation Grantees**

Version 1.0 - August 2011

EMBO YIP Programme:
Guide for EMBO Young Investigators and Installation Grantees

This booklet is designed to help Young Investigators and Installation Grantees get the most out of the programme. As programme benefits and features are subject to change, please always check the EMBO YIP website, or with the programme office to ensure that the benefit is still offered.

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

Since its launch in 2000, the EMBO Young Investigator Programme (YIP) selects independent scientists throughout the EMBC Member States. Young Investigators are selected for three years, during which time they receive numerous benefits to help them establish their careers.

EMBO Installation Grants encourage talented researchers to set up their independent laboratories in participating member states (currently Czech Republic, Estonia, Poland and Turkey). Installation Grantees become members of the young investigator programme, and are eligible for the networking funds and most other benefits of the programme.

Summary of Programme Benefits

In addition to an annual financial award made available by individual EMBC Member States (page 4), and possibility to apply for small grants (page 4) members receive extensive support for networking interactions and other career development opportunities including:

- **Meetings** to interact with other programme members (page 6)
- **Networking funds** (page 7). These funds can be applied for to support interactions in the form of visits, student exchanges or joint group meetings. Support is also offered to YIPs organizing conferences, or sending lab members to conferences/courses.
- EMBO Young Investigator **Lecture Grants** raise the profile of YIPs invited as speakers to international conferences (page 10)
- The **Programme Booklet**, which is sent to EMBO Members, eminent scientists, funding agencies and national science ministries, also raises the profile of Young Investigators and Installation Grantees (page 10)
- Career development opportunities (page 11) include the opportunity to choose an EMBO Member as your **mentor** and a free **laboratory management course**
- Access to **EMBL Core Facilities** and inclusion in an annual **Nature Advert for vacancies in YIP Laboratories** provide support to your growing lab (page 12)
- Support is also provided for your lab members – for example, through the annual **YIP PhD Course**, a course run by Young Investigators for students in Young Investigator laboratories - see page 12 for a list of current opportunities

Some of these benefits are also available to former members of the programme – see page 13 for details.

Contacting EMBO

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.

The YIP Office (Programme Manager and EMBO Deputy Director, Gerlind Wallon, and programme administrator Rachel Coulthard) can be contacted via email at yip@embo.org.

The YIP mailing list is used to circulate announcements amongst programme members (e.g. vacancies in YIP labs / meetings YIPs are organizing). Please send the information to the YIP office (yip@embo.org), and they will forward this to the all current and former programme members, i.e. a growing network of scientists throughout Europe.

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, or any feedback on the programme, please send the office an email.

The EMBO YIP website (<http://www.embo.org/programmes/yip.html>) is the best place to find up-to-date information on the programme benefits.

The downloads 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/programmes/yip/network/embo-young-investigator-forms-a-guidelines.html>

See also Appendix 2: Forms (page 15) for examples of the most commonly needed forms, and what they should be used for.

Financial Benefits

Annual award from individual EMBC Member States

*Young Investigators**

EMBO Young Investigators receive an award of 15,000 euro per year for the three years of their membership. The financial award may be paid via EMBO or via the Member State directly, depending on the arrangement with the hosting Member State. Please request further information from the YIP office (yip@embo.org) regarding the distribution. No overheads can be taken from an EMBO Young Investigator Award. The award can be spent at the Young Investigator's discretion for scientific purposes, and does not have to be spent within the calendar year.

Installation Grants

EMBO Installation Grantees receive 50,000 euro annually from the hosting EMBC Member State via EMBO. The award is initially made for three years. 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.

Installation grants can be extended from three to five years, subject to a review in the third year. Grantees are contacted in May or June of their third year, and asked to submit a progress report. The host institute is also asked to complete a report. Both reports are then reviewed by the EMBO Young Investigator Selection Committee, who make 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 in November each year).

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). A committee made up by the Young Investigator Committee Chair, Programme Manager and EMBO Director decide upon the distribution of funds. No overheads can be taken from small grants. Equipment bought with a small grant (or young investigator award) remains the property of the Young Investigator, not the host institute.

* The following Member States have agreed to pay the monetary award to Young Investigators: Austria, Belgium, Czech Republic, Estonia, Finland, France, Germany, Hungary, Iceland, Ireland, Israel, Italy, The Netherlands, Poland, Portugal, Slovenia, Spain, Sweden, United Kingdom. Special provision for Switzerland.

Other Financial Benefits

Financial Support is also offered to programme members setting-up collaborations with other programme members, organizing conferences, or sending lab members to conferences/course – please see the Networking section (page 7) for more details.

YIP Meetings

Annual EMBO Young Investigator Meeting

The meeting facilitates networking amongst Young Investigators, Installation Grantees and EMBL group leaders. All programme members (past and present) are invited to participate. Meetings take place at the EMBL, and every third year in a programme member's institute (YIPs are asked to volunteer to host this, and the location chosen via a vote of programme members). Announcements about upcoming Young Investigator Meetings are made via the e-newsletter.

We will reimburse travel to/from the meeting and provide accommodation and meals. Please follow our travel guidelines (Appendix 1, page 14) and, for reimbursement, fill in the Travel Expense Claim Form available from the YIP website and return this to the programme office with original receipts.

Sectoral Meetings

Focus groups such as in neurobiology, immunology, systems biology or DNA repair allow YIPs working in similar fields to exchange information. EMBO provides funding to allow these groups to organize meetings. A list of current groups and meetings can be found [on the programme website](#). Upcoming meetings are also listed in the e-newsletter.

Sectoral meetings are hosted at the institute of one of the focus group's members or at EMBL. A central budget is allocated to the host of the meeting, which covers the costs of the meetings – including participant travel. Often, travel costs will be reimbursed (or directly organized) by the host rather than by the YIP office; the host will provide details of how the travel will be reimbursed/organized. If travel is reimbursed directly by the YIP office, travel claims should be submitted to EMBO using the YIP travel expense form available from the EMBO YIP website.

If you would like to start a new focus group, please contact the YIP office, who will help to collect expressions of interest from other programme members.

Further information for organizers on how to organize / apply for money for a sectoral meeting can be found in the networking section of this booklet (page 9).

EMBO Young Scientists' Forum (EYSF)

The EMBO Young Scientists' Forum aims to bring together young European researchers in order to motivate and inspire students to pursue their career and education in the life sciences. The meeting takes place once a year in a member state participating in the EMBO Installation Grant scheme and is organized by local installation grantees.

Financial support for networking

The Young Investigator Programme supports collaborations between programme group members, or between programme member groups and EMBL groups. The collaboration can take the form of visits, student exchanges or joint group meetings. Support is also offered to YIPs organizing conferences, or sending lab members to conferences/course.

Reimbursement for networking interactions is not automatic; please request support in advance – for institute visits and support for local PhD courses, an email notifying the office is sufficient, for other interactions the *Networking Application and Report Form* available from our website should be completed and attached to the email request.

To claim reimbursement, please return a completed *Networking Application and Report Form* with original receipts to the YIP office. This must be submitted in the same calendar year – or, for networking taking place in December, within one month.

A summary of the interactions supported is shown in the table below; more detailed descriptions of the categories and rules are below, and can also be found in the *Networking Application and Support Form*.

	Current Programme Members	Former Programme Members	Summary of benefit
Institute visits	✓	Δ	max €500 towards travel / accommodation
Joint group meetings	✓	Δ	max €800 per group towards meeting costs (travel / accommodation / food / room hire)
Lab member exchange	✓	★	max €1500 towards travel / accommodation
Conference/meeting support	✓		€3000- €5000 towards meeting costs (travel / accommodation / food / room hire)
Support for local PhD courses	✓*		max €500 towards travel / accommodation for a YIP or IG giving a lecture
Meeting Grants	✓*		max €500 (Europe) / €1000 (outside Europe) towards travel / accommodation / registration for a lab member (or YIP/IG) to attend conference or course
Sectoral Meetings	✓	✓	Organizer receives €600 per YIP/IG or €800 per group to cover meeting costs

* = also available for those in their first year as "former" young investigators

Δ = when at least one "current" YIP or IG is part of the interaction

★ = lab members from current YIPs/IGs funded to visit current or former YIPs/IGs

YIP institute visits

Travel and accommodation costs for programme members invited to give a seminar or plan a collaboration with another programme member is covered to an amount up to €500. Costs of meals will not be covered. (One current programme member needs to be involved). The YIP office should be notified by email in advance of the visit.

Joint group meetings

Joint group meetings between programme members' groups are supported with a maximum of €800 per group. Funds should be applied for in advance by sending a *Networking Support and Application Form* with details of the number of group members and expected expenditure. Claims will be reimbursed after the event. (One current programme member needs to be involved)

Conference/meeting support

Scientific meetings and conferences organized by programme members that address to a large part the younger scientific community can be supported with up to €5000. Other scientific meetings organized by programme members can be supported with up to €3000. The support may be used to cover room rental, accommodation, travel, meals, etc. We cannot support secretarial assistance. If necessary the grant can be paid in advance. To apply for support, please send details and a description of the meeting / your involvement using the *Networking Support and Application Form*.

Lab member exchanges

Travel and accommodation costs for students who are going to other programme members to carry out experiments can be covered up to a maximum of €1500.

For all exchanges it is expected that the best travel and accommodation fares be sought; please provide estimated costs in your application. Students staying longer than a few days are expected to find cheap accommodation; hotel rates will not be covered. EMBO YIP will not contribute to bench fees. (The student involved should be in a current lab, but can go to the lab of current or former YIPs/IGs)

Support for local PhD courses

Current programme members who are organizing a PhD course in their local institutes can receive support for travel and accommodation for lectures/teaching support of up to two current or former programme members per year, EMBO will cover up to €500 per person. (One current programme member needs to be involved in the interaction)

Meeting grants

Meeting grants support current young investigators or their group members attending scientific conferences or courses. The grant can be used to cover registration, travel and accommodation for the participant (max 500 euros within Europe, 1000 euros outside Europe). A maximum of €1000 is reserved per member per year. To request the support the group leader should fill in part A of the *Networking Application and Report Form*. The YIP office will notify you of the acceptance of the request. After the conference, the lab member who attended the conference should fill section B, writing a short report on the conference (max 150 words), tick whether they presented a poster or not, add the amount requested including bank details and attach the relevant receipts. If necessary the grant can be paid in advance.

YIP sectoral meetings (information for organizers)

Focus groups are self-organizing, but are encouraged to organize an annual sectoral meeting to allow interaction between members. A member (or members) should be chosen by the group to host and organize the next meeting. This can either be held at a location chosen by the group or at EMBL (where the EMBO office can provide local support, such as hotel bookings). The host can decide upon the format. Groups with partially overlapping topics may wish to consider organizing back-to-back (or overlapping) meetings.

To apply for support for a sectoral meeting, the host should submit a *Networking Application and Report Form*. Sectoral meetings are supported with €600 per participating programme member, both former and present. An additional €200 is available for participating lab members (one per group leader), i.e. the maximum available sum per programme member is €800. Rather than being allocated to the costs of each individual participant, the total amount of support can be spent as a central “pot” for costs of the meeting - hotel, travel, food, room hire etc. 80% of this “pot” can be paid in advance to help secure hotel reservations etc. Once the *Networking Application and Report Form* is returned after the meeting with the final costs and report, a further payment will be made to cover the difference between any advance made and final costs. Ideally, the final *Networking Application and Report Form* should be accompanied by original invoices & receipts for all costs relating to the meeting. An invoice from the host institute that paid the costs initially is a suitable alternative, should receipts not be available. However, we realize that even this may not be easy to arrange – if this is the case, please contact yip@embo.org for advice.

Benefits designed to raise the profile of YIPs

Young Investigator Lectures

To support and promote the active participation of EMBO Young Investigators at scientific conferences, the programme will support EMBO Young Investigators speaking at international meetings.

Meeting organizers (including Young Investigators) who wish to invite a Young Investigator to give a lecture can apply for sponsorship. Applications are then sent to the YIP Committee Chair for selection. If you want to be sponsored as an EMBO Young Investigator lecturer at a particular conference, please send us an email. We will contact the organizers to offer support.

This sponsorship is only available for EMBO Young Investigators (Installation Grantees are not eligible). Young Investigators are eligible for sponsorship until one year after the expiration of their regular membership – and are limited to two sponsored lectures per year.

More information, including conditions of Young Investigator Lecture Grants can be found at the Lecture Grant website:

<http://www.embo.org/programmes/yip/lecture-grants.html>

The EMBO Young Investigator giving the lecture is asked to pay for her/his travel, subsistence and hotel expenses and subsequently claim for refund using the YIP Lecture Expense Claim Form. Please attach all bills and receipts. EMBO will reimburse up to 800 euro (in Europe) or 1200 euro (outside Europe). Please use the YIP Lecture Expense claim form to apply for reimbursement. We will not cover a stipend for the speaker or costs towards the general organization of the meeting. We will only contribute towards registration fee when this covers direct costs directly related to the speaker i.e. food / accommodation.

EMBO Young Investigator booklet

A booklet featuring each member of the programme is compiled and distributed annually. It includes research summaries and contact details of all current and former programme members (both installation grantees and young investigators). It is distributed to over 2500 scientists, national and international granting agencies and science ministries.

The programme booklet can also be downloaded from our website:

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

In addition, our website features a searchable database of all Young Investigators and a list of current Young Investigators.

Invitations to exclusive EMBO events

Young Investigators are invited to participate in the annual EMBO Members' Workshop.

Career development

Mentorship by an EMBO Member

Programme members can choose an EMBO Member as his/her mentor. The mentor gives advice on research projects and promotes the mentee's invitation to relevant conferences

To start a mentoring interaction, please send suggestions to yip@embo.org. We will make first contact with the person of your choice and ask them to be your mentor.

EMBO provides funds towards an annual visit – and will cover travel / accommodation costs for the mentor or mentee (but not costs of meals). Please see the Travel Guidelines in the appendix and use the Travel Expense Claim Form for travel claims..

Laboratory Management Courses tailored to scientists' needs

EMBO Laboratory Management Courses address issues of team development, effective communication (e.g. giving feedback), delegation, leadership, conflict management, time management and staff recruitment.. Courses are offered throughout the year and are free of charge for current and former programme members. Travel costs are not covered. More details can be found at:

<http://www.embo.org/programmes/courses-workshops/lab-management-courses.html>

Other support for your lab and lab members

Access to core facilities at EMBL

EMBL has granted the EMBO Young Investigators and Installation Grantees access to its core facilities at the same rates as the EMBL group leaders. If you are interested in any of the services, please contact the EMBL core facility leaders directly mentioning your status as an EMBO Young Investigator / Installation Grantee. Some restrictions may apply due to internal policies. EMBL core facilities exist for Advanced Light Microscopy, Genomics, Proteomics, Protein Expression and Purification, Electron Microscopy, Flow Cytometry, Monoclonal Antibody and Chemical Biology. Further details about the facilities (including contact details) can be found here:

http://www.embl.de/services/core_facilities/

Advert in Nature listing vacancies in EMBO Young Investigator labs

Programme members (current and former) are invited to post PhD or post doc positions available in their laboratories in an annual advert in the magazine 'Nature' outlining the position(s) offered. The one-page advert is posted once per year (October/November) and is supported also by a web-page on the EMBO web-site detailing the position. The YIP office will email members to notify them of how to provide details for each year's advert.

Free subscription to EMBO reports for one year

Free subscription to *EMBO reports* and free online access to *EMBO reports* and *The EMBO Journal* for one year are automatically provided. Should you not receive a copy of *EMBO reports*, please contact the YIP office.

Annual PhD course for Young Investigator PhD students

Programme members annually organize a course for their PhD students, to give them an opportunity to experience the scientific diversity and resources assembled within the membership of the programme. Each year a group of Young Investigators gets together to plan this course. Students from all Young Investigator and Installation Grantee laboratories (present or past) are invited to apply for participation. The week-long course hosts 36 students and includes scientific lectures, tutorials, student research presentations, poster sessions, grant writing and paper review exercises. Accommodation and other direct course costs are covered by EMBO; however, the student's laboratory is asked to cover travel costs.

Students invited to apply for annual Nobel Laureate meeting

EMBO is invited to nominate students to attend the Nobel Laureate meeting held in Lindau each year, and will cover registration fees and accommodation (an overall value of 1000 euro) for these students. The programme office asks for applications from students in Young Investigator and Installation Grant Labs, and selects the strongest applicants for nomination. The Young Investigator host laboratory is expected to cover travel costs.

Former Programme Members

Former programme members can continue to participate through attending programme meetings (both the annual Young Investigator Meeting and the sectoral meetings), and through networking with current programme members (funding is provided for networking interactions as long as one member is a current programme member). Additionally, Young Investigators in their first year as “former” members (i.e. the fourth year of the programme) continue to be eligible for Lecture Grants, and the conference/meeting support and meeting grant aspects of the networking funds.

Former members are listed in our programme booklet, and are included in the annual vacancies advert in Nature. Please keep the EMBO YIP Office (yip@embo.org) updated with changes of institutes etc, so we can keep your details up-to-date. We are also always very happy to hear about prizes etc that you have received.

	Current Programme Members	Former Programme Members	<i>More details on page:</i>
Financial Award%	✓		
Small Grants	✓		
EMBO Member Mentor	✓		
Access to EMBL Core Facilities	✓		
Lecture Grants	✓ ^{^*}		
Institute visits & joint group meetings	✓	Δ	8
Other networking support	✓*		
Lab Management Courses	✓	✓	11
YIP annual meeting & sectoral meetings	✓	✓	6

Δ = when at least one "current" YIP or IG is part of the interaction

* = this benefit is also available in the first year as a "former" young investigator (i.e. in the fourth year after selection)

^ = only Young Investigators (i.e. not Installation grantees) are eligible for this benefit

% List of Member States that offer the annual YI award of 15,000 euro: Austria, Belgium, Czech Republic, Estonia, Finland, France, Germany, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, Poland, Portugal, Slovenia, Spain, Sweden, United Kingdom.

Appendix 1: Travel Guidelines

If your travel costs are met by EMBO please adhere to the following guidelines:

- 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. Should you have any questions regarding this, please contact us prior to making any final arrangements (email: YIP@embo.org, Tel: +49-6221 8891 110/112).
- 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. A printout of the cost estimate from the rail web site is sufficient as well.
- Please complete the relevant claim form (see Appendix 2: Reimbursement Forms) and return it to EMBO for reimbursement within the same calendar year (i.e. by Dec 31st) or, for networking interactions that occur in December, within 1 month. 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.
- Attach original tickets or receipts for each expense listed on the claim form, and mail to:

*EMBO
Attn Rachel Coulthard
Postfach 1022.40
D-69012 Heidelberg
Germany*

Appendix 2: Reimbursement Forms

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

<http://www.embo.org/programmes/yip/network/embo-young-investigator-forms-a-guidelines.html>

1) Networking Application and Report Form – please use to apply for networking funds, by filling in section A + B, and return the form by email. After the networking event, the completed form should be mailed with original receipts. Please see page 7 of this guide for interactions that are eligible for networking support.



To be returned to: rachel.coulthard@embo.org

EMBO, Attn Rachel Coulthard, Postfach 102240, D-69012 Heidelberg, Germany

Networking Application and Report Form

To apply for networking support, please fill in section A (plus B and D if an advance payment is required*) and return the form by email. After the networking event, the completed form should be mailed with original receipts*.

PART A: DETAILS		
Name of Applicant (YIP or IG): _____		
Is this an application or final report?		Application <input type="checkbox"/> / Final report <input type="checkbox"/>
If application, is an advanced payment required*?		Yes - immediately <input type="checkbox"/> / Yes - at future date <input type="checkbox"/> / No <input type="checkbox"/>
Category (please see final page for description and rules):		
Institute visit or seminar etc. (max €500)	<input type="checkbox"/>	Student exchange (max €1500) <input type="checkbox"/>
Joint group meetings (max €800 / group)	<input type="checkbox"/>	Local PhD course support (max €500) <input type="checkbox"/>
Sectoral meeting (max €600/YIP or €800 /YIP lab)	<input type="checkbox"/>	Meeting grant (€500 Europe/ €1000 overseas) <input type="checkbox"/>
Meeting/conference support (max €3000- €5000)	<input type="checkbox"/>	Other <input type="checkbox"/>
If other, description: _____		
List of other participants (if applicable): _____		
Start date of networking:	End date of networking:	Total days
Name of conference / meeting (if applicable): _____		
Description of meeting/networking interaction: _____		

PART B: COST- please complete along with section C and D for reimbursement, or to report estimated costs		
Is this break down for:		Expected costs <input type="checkbox"/> / Final costs <input type="checkbox"/>
Has an advanced payment already been received?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Amount: _____
Expenditure	Cost	_____
TOTAL: _____		

PART C: REPORT - please provide a brief report on the interaction, for our records	
Poster or talk presented at the conference? (for meeting grants only)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

*For conference support, student exchange & meeting grants, the full amount can be paid in advance if required. For sectoral meetings an 80% deposit can be paid. Other networking interactions will only be reimbursed after the event.

*original receipts are required for institute visits, seminars, joint group meetings, student exchanges, local PhD courses and student exchanges. For meeting grants, a breakdown of how the funds were spent is sufficient. Please see guidelines on final page for sectoral meetings.

This document is a Microsoft word form – if you have problems entering the fields, it can be unlocked using the forms toolbar.

FOR OFFICE USE: advance to pay: _____ / final amount to pay: _____ | paid on: _____

2) YIP Lecture Claim Form – used for travel / accommodation expenses for YIP Lectures (see page 10).



To be returned to: *EMBO
Attn Rachel Coulthard
Postfach 102240
D-69012 Heidelberg
Germany*

YIP lecture claim form *Please include all original receipts and tickets*

Full Name: _____

Account Holder: _____

Name and Address of Bank: _____

Bank Account Number: _____

Bank Code Number: _____

Swift Code: _____

IBAN Code/Routing: _____

Reference (if requested): _____

Name & Location of Conference: _____

Point of Departure: _____

Duration: _____

Expenses

Air: _____ Train: _____

Local Transport: _____ Accommodation: _____

Other: _____ TOTAL: _____

Lecture details

- The session chair introduced me / my talk as an EMBO Young Investigator / EMBO Young Investigator lecture
- The session chair did not introduce me / my talk as an EMBO Young Investigator / EMBO Young Investigator lecture
- The lecture was listed in the programme as an EMBO YIP Lecture
- The lecture was not listed in the programme as an EMBO YIP Lecture
- I mentioned my status as EMBO Young Investigator during my talk

Date

Signature

For office use only: TOTAL EXPENSES PAYABLE:

2) 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 to EMBO YIP Meeting, Mentor Visits



To be returned to: *EMBO
Attn Rachel Coulthard
Postfach 102240
D-69012 Heidelberg
Germany*

TRAVEL EXPENSE CLAIM FORM

Please include all original receipts and tickets

Full Name: _____

Account Holder: _____

Name and Address of Bank: _____

Bank Account Number: _____

Bank Code Number: _____

Swift Code: _____

IBAN Code/Routing: _____

Reference (if requested): _____

Object of Journey: _____

Place of Meeting: _____

Point of Departure: _____

Duration: _____

Expenses

Air: _____ Train: _____

Local Transport: _____ Accommodation: _____

Other: _____

TOTAL: _____

Remarks:

I certify that I incurred the above expenditures while on EMBO business

Date: Signature

For office use only: TOTAL EXPENSES PAYABLE:

Sample

4) YIP lecture application form (not shown) – should be completed by conference organizer in order to apply for a YIP lecture grant (see page 10)

5) Bank transfer form (not shown) - used to provide bank details for the annual financial award

Other forms not available as downloads (e.g. the financial report form for annual reporting of installation grants) are provided by email when the information is requested

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