

# Application guidelines

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Applications for the EMBO Advanced Collaboration Grants are accepted via the online application system. The application and all correspondence with the Fellowship Office must be in English.

There are no deadlines for applications and awards are made throughout the year. Selections for funding are made by the Head of EMBO's Fellowship Programme based on reports from the EMBO Short-Term Grants Advisory Board.

**The programme is open to scientists working in the following eligible countries:** Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Lithuania, Luxembourg, Poland, Slovenia, and Türkiye

**Applicants can apply to visit a host laboratory within EMBC Member State, Associated Member State or Cooperation Partner.**

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

**EMBC Associate Member states:** India, Singapore

**Cooperating partner country:** Chile, Taiwan

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

**Contact:** [fellowships@embo.org](mailto:fellowships@embo.org)

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# Purpose

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The goal of the EMBO Advanced Collaboration Grants is to support group leaders in [participating countries](#), in EMBO [subject areas](#), to engage in international exchange visits with scientists in other EMBC Member States, Associated Member States or Cooperation Partners to develop or carry out collaborative projects or prepare joint grant proposals.

The proposals should aim to reveal biological insight and should constitute joint projects with tangible objectives with the hosting laboratory. EMBO Advanced Collaboration Grants are research development grants with the intention to support high quality candidates to explore feasible collaborations to boost their research output.

Funded applicants can claim up to six months (180 days) support for international research exchanges, which can be taken either consecutively or in multiple visits. The duration of the exchange must not exceed 180 days (including the time gap in case of multiple visits).

Optionally, this award comes with a Scientific Consolidation Subsidy providing funding for an additional member of the home laboratory to work in the host group for up to three months (90 days) to help consolidate the collaboration.

# Eligibility

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## Eligibility criteria checked by the EMBO Office

- ☐ The applicant must be an active research scientist running their own research laboratory on an independent position in an eligible country (see page 2).
- ☐ The host laboratory must be based in an EMBC Member State, Associated Member State or Cooperation Partner (see page 2).
- ☐ The home and host laboratories must be based in different countries.
- ☐ In order for the home laboratory to benefit from the exchange, on completion of the grant, applicants are required to immediately return to their home laboratory where they must remain for **at least six consecutive months**. A signed letter in **English** from the home institution after this period is required as proof.
- ☐ The fact that an applicant has previously held an EMBO Fellowship or grant does not preclude further applications for a fellowship for **a new project in a different laboratory**.
- ☐ The Advanced Collaboration Grant cannot be held at the same time as another EMBO Fellowship. If the applicant holds another EMBO award at the time of intended submission, the applicant must contact the EMBO Office in advance for clarification and approval.
- ☐ Reapplication is only possible twelve months after the end of the previous Advanced Collaboration Grant or, in the case of unsuccessful applicants, the date of application.
- ☐ Applicants requesting to visit research groups in which they have existing collaborative grants and finances are not eligible.
- ☐ Successful applicants must wait six months to reapply with a new project.

**Please note:**

- EMBO does not consider applications for EMBO Advanced Collaboration Grants 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 to attend courses, workshops, or symposia will not be considered. Similarly, EMBO Advanced Collaboration Grants do not provide additional funding for courses, conference travel, bench fees, overheads or any other expenses beyond travel costs between the laboratories involved and the [subsistence rates](#) depending on the country visited.
- EMBO does not cover visa costs. EMBO cannot advise on visa or tax matters. Please refer to the administration in the host or home institutions for help on these issues.
- Applications to work on a project that is purely applied, intended to develop a product (commercial or not) or a procedure will not be considered. All projects must have a biological significance and should aim to increase our knowledge on a particular biological process.
- It is not possible to apply for an EMBO Advanced Collaboration Grant if other, parallel exchanges are planned to take place between the home and the host laboratories during the planned grant duration. Short (one- or two-day) visits or seminar invitations are not considered in this category.
- If the applicant has secured additional funds or grants from other institutions to support the proposed visit, the applicant must notify the EMBO Fellowship Office immediately. Two sources of funding, including the EMBO grant may be allowed, but EMBO will deduct the amount of the other fellowship from the grant awarded as an EMBO Advanced Collaboration Grant.

## Application process

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Applications for an EMBO Advanced Collaboration Grant are accepted via the EMBO online application system.

All applications must be written in English.

All applicants must register for [ORCID digital identifiers \(iDs\)](#) to ensure unambiguous name assignment.

# Timeline

There are no deadlines for applications and awards are made throughout the year. However, it is recommended that applications be submitted at least three months before the proposed start date of the research visit. At a minimum, applications must be submitted 30 days before the start date of the research visit. A decision is usually made within three months from submission of a complete application.

## 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.
- ❑ Final decisions will be made by the Head of EMBO's Fellowship Programme based on reports provided by the [EMBO Short-Term Grants Advisory Board](#).
- ❑ 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 the applicant's institute director
- Address of the receiving institute and contact details of the host institute collaboration partner
- Contact details of the additional lab member applying for the associated Scientific Consolidation Subsidy (if applicable)
- A summary of the proposed work, including objectives and timeline
- A summary of your current work
- Justification for the host lab
- Justification for the Scientific Consolidation Subsidy (if applicable)
- Basic CV
- Your ORCID ID (if you do not have one, please register at <https://orcid.org/register>)
- Other funding sources

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

## **Letter of reference**

The applicant must provide the name and contact details of a legal representative of the home institution (dean, director etc.) who will have to submit their confidential letter of reference online.

## **Scientific Consolidation Subsidy: motivational letter**

If the applicant wishes a lab member to be included in the collaborative research project and visit, the name and contact details of that person must be included. The applicant should co-ordinate their application with that of the Subsidy recipient. This person will be sent an email to submit their confidential support letter online.

## **Receiving institute form**

The applicant should co-ordinate their application with the host laboratory and must provide the name and contact details of their host collaboration partner. The host collaboration partner must submit an acceptance form online. Note that finding a host collaboration partner is the responsibility of the applicant. Before starting an application, applicants must discuss and agree on their proposal with the host collaboration partner.

## Proposed work

The research proposal should be **well argued and written by the applicant**. The proposal has two parts: (1) a 250-word summary of the proposed activity including its biological significance; (2) the proposal, which must not exceed 1500 words (excluding references).

The proposal should explain the background of the planned collaboration and contain **a detailed outline of the work to be performed at the host institute, with objectives** (for example, an outline of the experiments to be performed or steps required to generate a specific grant proposal) **and including a detailed timeline**. No figures or tables may be included. References in the 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 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, 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.

In line with our commitment to those principles, we provide all EMBO awardees with free access to an online course on research integrity. Completion of the course is strongly encouraged by EMBO.

## 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 experience and its relevance to the proposed topic.

The main aim of the award is to strengthen research at the home laboratory; therefore, the proposed project must be directly related to the work being developed in the home group.

## Scientific Collaboration Subsidy project

Optionally, the applicant can apply for a Scientific Consolidation Subsidy. This provides funding for a lab member to carry out research in the host lab for one week (7 days) up to three months (90 days) to consolidate the collaboration. The work plan should constitute experimental plans and **and be written by the applicant of the Advanced Collaboration Grant**. This section should not exceed 500 words.

This section should provide an outline of the experiments to be performed at the host institute. A brief breakdown of the timeline should be given. **No figures or tables may be included.**

## 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 their 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/), <http://www.ascb.org/dora/>), which recommends “not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual scientist’s contributions, or in hiring, promotion, or funding decisions”.

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

**Please note:** An application is only complete once the reference letter, subsidy support letter, and the host institute acceptance form have been received. It is the applicant’s responsibility to ensure that their application is complete. Upon receipt of an application, the EMBO Fellowship Office will acknowledge receipt and will assign an Advanced Collaboration Grant (ACG) number.

# Selection

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

- ❑ The biological significance of the proposal, including its aim to increase our knowledge on a particular biological process.❑
- ❑ The quality, feasibility, and novelty of the planned project.❑
- ❑ Justification of the collaboration with regard to the applicant's scientific vision.❑
- ❑ Tangible objectives (e.g. a defined grant application, or to generate preliminary data to test feasibility of a project) with breakdown of the timeline.❑
- ❑ The suitability of the host laboratory for the proposed work.❑
- ❑ Reference letter from the host group leader demonstrating their commitment to the visit.❑
- ❑ Reference letter from the home institute director in support of the visit and the collaboration.❑
- ❑ Motivation letter from the intended Scientific Collaboration Subsidy recipient(if applicable), demonstrating their capability and enthusiasm for the project.❑

Final decisions are made by the Fellowship Programme Head based on reports from the EMBO Scientific Consolidation Grants Advisory Board.

# Benefits

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EMBO Advanced Collaboration Grants and the optional Scientific Consolidation Subsidies contribute towards travel costs and daily subsistence of the recipients. The [rate](#) depends on the country being visited and is paid in a lump sum to the recipient ahead of the start date.

The grants do not support awardees' dependants, funding for salary, courses, conference travel, bench fees, overheads, or visa costs.

The EMBO Advanced Collaboration Grants are intended for visits of one week (seven days) up to six months (180 days) and can take place in multiple trips; with a maximum of three trips paid by EMBO. The Scientific Consolidation Subsidies are intended for visits of one week (seven days) up to three months (90 days) and can take place in multiple trips; with one trip paid by EMBO.

# Final report

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After the completion of the visit, applicants are asked to provide EMBO with a report of their activity at the host institute. The report should be sent to [fellowships@embo.org](mailto:fellowships@embo.org). **Please note that grantees must indicate their ACG number and their current address on the 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 ACG number and the title of the project.

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 Advanced Collaboration Grant. This letter must be written in English and is due six months after the final visit has passed.