

Application guidelines

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Application deadlines

Applications are accepted throughout the year

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: 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

Guidelines for EMBO Core Facility Fellowships Applications

Applications for EMBO Core Facility Fellowships are accepted via the online application system. The application and all related correspondence with the EMBO Fellowship Office must be in English.

There are no deadlines for applications and awards are being made throughout the year. Selections for funding are made by the EMBO Fellowship Programme Head.

Please check the eligibility criteria before applying.

Should you have questions regarding your application, please contact fellowships@embo.org.

Purpose

EMBO Core Facility Fellowships fund research visits of one week (seven days) up to one month (30 days) between facilities in EMBC Member States, Associated Member States or Cooperation Partners (see page 2). Applications for exchanges between two facilities within the same country are not permitted.

Core Facility Fellowships are intended for training in specific techniques used in core research facilities that provide service to research institutions or universities. EMBO Core Facility Fellowships are not intended for exchanges between individual laboratories or to develop joint research projects.

Only in **exceptional cases** will EMBO Core Facility Fellowships be awarded for research visits outside the countries listed above. For such cases, it is essential that a justification be provided of why there is no appropriate expertise or technology in EMBC Member States, Associated Member States or Cooperation Partners.

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

Exceptionally, EMBO will consider applications involving laboratories (home or host) in Japan throughout 2021.

Eligibility

Eligibility criteria checked by the EMBO Office

- Applicants must be an active research scientist or technician working in a core research facility with at least one year of laboratory experience. There is no age limit.
- The host must be a core research facility. Only in exceptional cases will the EMBO Core Facility Fellowship be awarded to visit a research laboratory (i. e. expertise is not available anywhere else).
- The fact that an applicant has previously held an EMBO Core Facility Fellowship does not preclude further applications for a fellowship for **a new project in a different host institution**. Reapplication is only possible twelve months after the end of the previous Core Facility Fellowship or in the case of unsuccessful applicants, the date of application.
- Applications to visit core facilities in the context of an already existing long-term collaboration or involving previous exchanges of personnel have low priority for funding.
- In order for the home facility to benefit from the exchange, on completion of the fellowship applicants must immediately return to their home facility for **at least six consecutive months**. A signed letter from the home institution after this period is required as proof.

Please note:

- EMBO does not consider applications for EMBO Core Facility Fellowships to extend visits begun under other schemes, or as bridging fellowships between, or prior to, long term stays funded by EMBO or other organizations.
- The minimum duration of the visit is one week. The maximum duration is one month but can be subdivided into shorter periods. In this case, EMBO will only contribute towards the costs of one round trip between the home and host facilities.
- Applications for fellowships to attend courses, workshops, or symposia will not be considered.
- EMBO Core Facility Fellowships do not provide funding for course/workshop/symposia registration fees, benchfees, overheads or any other expenses beyond travel costs between the facilities 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 develop projects by means of using technology not available at the home institution will not be considered. The purpose of EMBO Core Facility Fellowships is the transfer and implementation of technology and expertise. Training in the use of technology not available at the home institution will only be considered if the purpose of

the visit is precisely the implementation of that technology in the near future, and it is advisable to apply once the new technology is already available.

- Applications to work in industrial research laboratories may be exceptionally considered if the expertise cannot be found in not-for-profit research institutions. Applications to work on a project intended to develop a commercial product or procedure will not be considered.
- It is not possible to apply for an EMBO Core Facility 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. Two sources of funding are allowed, but EMBO will deduct the amount of the other fellowship from the grant awarded as an EMBO Core Facility Fellowship.

Application process

Applications for an EMBO Core Facility 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

There are no deadlines for applications and awards are being 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, or at minimum, applications must be submitted seven days before the start date of the research visit.

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 EMBO Fellowship Head.

- 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 at the host core facility
- A summary of your current work and the expected impact of the new technique on the home core facility workflow
- Basic CV
- Your ORCID ID (if you do not have one, please register at <https://orcid.org/register>)
- Funding sources

The application for EMBO Core Facility Fellowships 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.

Letters of reference

The applicant must provide the names and contact details of two referees who will have to submit their confidential letters of reference online. One of the referees must be the current supervisor. The second referee must be a legal representative of the home institution (Dean, Director etc.) and should explain the expected benefits of the exchange.

In the case that the applicant is the supervisor of the core facility, only one reference letter from a legal representative of the home institution is required. If this applies to you, please contact fellowships@embo.org to have your application form updated.

Receiving institute form

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

Proposed work

The research proposal should be **well argued and written by the applicant**. The proposal must not exceed 1000 words (excluding references).

The proposal should explain the current state of the home facilities in relation to the proposed expertise to be acquired (for instance, availability of the required technology) and contain a **detailed outline of the work to be performed at the host facility in order to acquire this expertise**. This may involve the generation of new data but may also involve the use or re-analysis of previously published results or samples. The main purpose of the EMBO Core Facility Fellowship is not the development of a scientific project but the transfer of expertise between core research facilities.

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 the techniques usually performed at the home facility should allow the reader, in a brief and concise manner, to appreciate both the applicant's past experience and its relevance to the proposed work to be performed. It should describe the type of services offered by the home facility in sufficient detail for the evaluator to understand the impact of the new techniques or expertise to be implemented after the visit.

Publication list

In the publication list, applicants must indicate their three (or fewer) most important publications in which the home facilities have made a significant contribution, 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 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 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. Upon submission of an application, the EMBO Fellowship Office will acknowledge receipt and will assign a Core Facility Fellowship (CFF) number.

Selection

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:

- Work proposed: adequacy to the purpose of the visit, workflow design and description. Is the technique covered in sufficient depth and breadth for the candidate to implement it in the home facility?
- The suitability of the host facility for the proposed work and previous interactions with the home facility.
- Value of the exchange for the home facility (expertise or technology transfer, impact on the host institution at large).
- CV of the candidate, and in particular experience. The candidate must have the expertise and experience required to learn and transfer the expertise proposed.

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.

EMBO Core Facility Fellowships do not provide additional funding for courses, conference travel, bench fees or overheads. EMBO does not cover Visa costs.

Final report

At the end of the fellowship, 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. **Please note that you need to indicate your CFF 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 CFF number and the title of the project developed.