

Programme Guide

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1. About

The European Molecular Biology Organization (EMBO) promotes excellence in the life sciences in Europe and beyond. Since 1964, EMBO has supported talented researchers at all stages of their careers by stimulating the exchange of scientific information and helping build a research environment where scientists can achieve their best work.

EMBO is funded by the European Molecular Biology Conference (EMBC), an intergovernmental organization established in 1969. EMBC today comprises 30 Member States, including most of the European Union and some of the neighbouring countries. EMBO and EMBC also cooperate with countries and organizations beyond Europe to foster interactions with scientific communities elsewhere.

The **EMBO Young Investigator Network** is responsible for identifying and supporting some of the best young researchers in the life sciences while they set up their own independent laboratories. This network includes three different EMBO programmes:

1. The **Young Investigator Programme (YIP)** was established in 2000 as the first initiative in Europe that recognised the specific needs of junior group leaders setting up their first independent laboratories in EMBC Member or Associate Member States. EMBO Young Investigators receive financial and practical support to help them develop skills and connections that will help them during this career stage.
2. The **Installation Grants (IG)** were launched in 2006 to fund early-career scientists establishing independent laboratories in one of the participating EMBC Member States (Croatia, Czech Republic, Estonia, Lithuania, Montenegro, Poland, Portugal and Turkey). EMBO Installation Grantees receive an annual grant provided by the respective funding agency in each participating country for three to five years. They also benefit from the opportunities offered by the Young Investigator Network.
3. The **Global Investigator Network (GIN)** was created in 2019 with the aim to support the next generation of scientific leaders that have set up their laboratories in EMBC Associate Member States (currently India and Singapore) or in countries and territories covered by a co-operation agreement (currently Chile and Taiwan). The aim of this programme is not only to support collaborations with European scientists but also to foster local exchanges and thus help create EMBO communities outside Europe.

1.1. Global Investigator Network membership

The programme selects 8-10 new investigators annually and provides support and networking opportunities during a critical stage of their career. Selected researchers have full benefit of all activities for four years and will be referred to as **current programme members** during this period. After these four years, they will be referred to as **former programme members** but will remain associated with the network and have access to some of its benefits.

Researchers who become parents during their period of membership and take more than three months of parental leave should contact the Global Activities office (global@embo.org) since they may apply for an extension of the membership (one year per child born).

Current programme members who move their labs to a country that is not covered by this programme forfeit their membership and become former members. Programme membership may be terminated in confirmed cases of scientific misconduct.

1.2. Research integrity training

EMBO expects responsible conduct of research from its awardees. All research activities shall be carried out in compliance with fundamental ethical and research integrity principles. In line with our commitment with these initiatives, we require all members of the Global Investigator Network to complete an online course on research integrity from Epigeum. This course was developed by a consortium of 22 research institutions, including EMBO, and is free of charge for our members.

Global Investigators are expected to take the course (that may be substituted for by any other training available or required by their research institute or funder) within the first year of membership in the programme. A certificate will be issued upon completion of the course. We also offer free access for their laboratory members and we strongly recommend that they take this course as well.

Please mind that if you want to use any of the programme benefits, all payments will be put on hold until you submit the certificate of course completion to the Global Activities office.

Please see: <https://courses.epigeum.com/programme?id=90>

Funding limits and eligible costs

Covered

Course fee waiver for you and your lab members

Procedure

Please contact the Global Activities office by e-mail (global@embo.org) for a log-in token

2. Benefits

2.1. Annual grant for networking activities

Global Investigators receive extensive support for networking interactions and other career development opportunities. Up to €7,000 (seven thousand euros) are provided annually for the Global Investigator to perform any of the activities listed below.

2.1.1. Meeting participation

Global Investigators or members from their research group can use the grant to attend an in-person or an online scientific meeting, including EMBO Courses and Workshops.

Funding limits and eligible costs

Covered	<ul style="list-style-type: none">• For in-person meetings Registration, travel and accommodation for the participant:<ul style="list-style-type: none">- up to €500 if travelling within the same country/region- up to €1500 if travelling to a different continent/overseas <p>See our Travel Guidelines (page 22)</p> <ul style="list-style-type: none">• For online meetings Registration fees up to €500 per person
Not covered	Meal costs

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), include all meeting details in section A and the name of the person(s) attending in 'list of other participants'. In section B, please provide estimated costs. The form must be signed by the Global Investigator, even if the grant is going to be used by a lab member.
Final report required	Please send a short report including breakdown of costs and participant list by updating the <i>GIN Application and Report Form</i> (see page 23) and enclosing relevant invoices and boarding passes (if applicable)*. The form must be signed by the Global Investigator, even if the grant was used by a lab member.

*All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.2. Global Investigator Network Regional Meetings

Regional meetings aim to foster discussions, promote exchange of ideas or data and enhance collaboration between EMBO Global Investigators and scientists based in the same region.

The location and format of these meetings are to be proposed by the organisers, among which at least one must be a current member of the network. If approved, **local costs, including catering and accommodation for attendees, and travel for EMBO Global Investigators based in the same region will be reimbursed by the Global Activities office** (not deducted from the grant).

If the organisers would like to invite speakers from overseas, they should use funds from the annual grant to cover their travel expenses. These speakers should be based in an EMBC Member State, an EMBC Associate Member State or a country or territory covered by a co-operation agreement*.

Regional meetings should be held in research centres or universities with reasonably priced catering and can take the form of a research conference or lecture course with general registrations or invitation-only meetings. Speakers and participants should be housed in reasonably priced hotels.

Global Investigators interested in organising a regional meeting should send a proposal (including expected costs) to the Global Activities office for evaluation. The office is happy to help you recruit other network members. Non-Global Investigators can also be included as co-organisers.

Meetings will be announced in the regular e-newsletters sent by EMBO to the network.

To be covered by the annual grant – Overseas speakers’ travel

Covered	Up to €1500 to cover travel for the invited speaker See our Travel Guidelines (page 22)
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Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23) and include a breakdown of expected costs**. The form must be signed by the Global Investigator organising the meeting.
Final report required	Please send a short report including breakdown of costs by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices and boarding passes***. The form must be signed by the Global Investigator that organised the meeting.

***EMBC Member States:** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, 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. **Countries / territories covered by a co-operation agreement:** Chile, Taiwan.

**Please note that we cannot make payments to non-Global Investigators. We would kindly ask the Global Investigator organising the meeting to cover invited speakers’ travel expenses from their annual grant.

***All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

To be reimbursed by EMBO – Meeting local costs

Budget	Please provide us with a reasonable budget for the meeting. Include income from registration costs (if applicable) in your budget
Eligible expenses	Reasonable hotel costs, local travel and catering/dinners

Procedure

Please contact the Global Activities office requesting further instructions and an *Application and Report Form for GIN Regional Meetings*. Please note that the office will need to receive all invoices and receipts to process the reimbursement after the meeting.

Cancellation policy for Regional Meeting attendees

The budget for the meeting depends on the number of participants. Should a participant cancel on short notice, he/she is liable for any hotel cancellation charges incurred by the organisers.

To be reimbursed by EMBO – Global Investigators’ travel

Covered	Travel costs incurred by Global Investigators based in the same region to attend the meeting: <ul style="list-style-type: none">- up to €300 if travelling within the same country, and up to €800 if travelling from another country- up to two accompanying lab members can be supported if travelling within the same country with up to €300 per person See our Travel Guidelines (page 22)
Not covered	Registration fees, additional meals

Procedure

Travel reimbursement	Please send a signed <i>GIN Travel expense claim form</i> (see page 23) and invoices/receipts and boarding passes (if applicable) after the meeting*
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*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.3. Joint group meetings

Joint group meetings will allow current Global Investigators and their labs to discuss their science with other research groups based in the same country. **The support is not restricted to collaborations with other EMBO Global or Young Investigators.** The location and format of these meetings are to be proposed by the organiser (who must be a current programme member).

Funding limits and eligible costs

Covered	Up to €1000 per group, with a maximum of €3000 per meeting
Eligible expenses	Venue, accommodation, travel, meals, etc.

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), including the number of own group members and details of all other groups involved*. In section B, please provide estimated costs. The form must be signed by the Global Investigator organising the meeting.
Final report required	Please send a short report including breakdown of costs and participant list by updating the <i>GIN Application and Report Form</i> (see page 23) and enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organised the meeting.

*Please note that we cannot make payments to non-Global Investigator groups. We would kindly ask the Global Investigator organising the meeting to cover the third-party costs from their annual grant.

**All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.4. Local PhD courses

Global Investigators can use the grant to organise a local PhD course. The programme can include scientific lectures, workshops, soft-skill trainings, student research presentations, poster sessions, grant writing and paper review exercises, among others.

Funding limits and eligible costs

Budget for local costs	Please provide us with a reasonable budget for the course. Include income from registration costs (if applicable) in your budget
Eligible expenses	Reasonable hotel costs, local travel and catering/dinners

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), including the expected number of participants and a draft programme. In section B, please provide estimated costs*. The form must be signed by the Global Investigator organising the course.
Final report required	Please send a short report including breakdown of costs, final programme and participant list by updating the <i>GIN Application and Report Form</i> (see page 23) and enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organised the course.

*Please note that we cannot make payments to non-Global Investigator groups. We would kindly ask the Global Investigator organising the meeting to cover the third-party costs from their annual grant.

**All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.5. Lab retreat

Global Investigators can use the grant to organise a retreat for discussing current and future research plans with their lab members.

Funding limits and eligible costs

Covered	Up to €150 per participating lab member See our Travel Guidelines (page 22)
Eligible expenses	Travel, accommodation and meals

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), including the number of group members participating. In section B, please provide estimated costs.
Final report required	Please send a short report including breakdown of costs and participant list by updating the <i>GIN Application and Report Form</i> (see page 23) and enclosing relevant invoices and boarding passes (if applicable)*.

*All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.6. Meeting organisation

Global Investigators who are in the organising committee of a scientific meeting or conference can use the grant to cover some of the meeting expenses.

Please note that if two or more members of the Young Investigator Network (Global Investigators, Young Investigators and Installation Grantees) are part of the organising committee, **only one of them** can apply for these funds.

Funding limits and eligible costs

Total budget	Up to €3000 per meeting See our Travel Guidelines (page 22)
Eligible expenses	Venue, accommodation, travel, catering, speakers' dinner, etc. In case of online meetings, video conferencing software and other subscriptions
Not covered	Secretarial costs, overheads

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), including: <ul style="list-style-type: none">- purpose of the meeting and target audience;- meeting format (incl. if there will be open registration);- expected number of participants;- URL of meeting website (if available);- list of confirmed/invited speakers (if not available online);- list of your co-organizers (in 'list of other participants').
Final report required	Please send a short report including breakdown of costs and participant list by updating the <i>GIN Application and Report Form</i> (see page 23) and enclosing relevant invoices and boarding passes (if applicable)*.

*All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.7. Scientific visits to another institution

Global Investigators can use the grant to visit any research institution in an EMBC Member State, an EMBC Associate Member State or a country or territory covered by a co-operation agreement* to give a seminar and/or to plan or continue a collaboration. **The support is not restricted to collaborations with other EMBO Global or Young Investigators.**

Funding limits and eligible costs

Covered	Travel and accommodation for the Global Investigator: <ul style="list-style-type: none"> - up to €500 per trip within the same country/region - up to €1500 per trip to a different continent/overseas See our Travel Guidelines (page 22)
Not covered	Meal costs

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23) and describe the main goals of the visit. In section B, please provide estimated costs. The form must be signed by the Global Investigator that wants to use the grant.
Final report required	Please send a short report including breakdown of costs by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that used the grant.

***EMBC Member States:** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, 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. **Countries / territories covered by a co-operation agreement:** Chile, Taiwan.

**All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.8. Lab member visiting fellowships

Global Investigators can use the grant to send one of their lab members to another lab in an EMBC Member State, an EMBC Associate Member State or a country or territory covered by a co-operation agreement* to carry out experiments or learn a technique. **The support is not restricted to collaborations with other EMBO Global or Young Investigators.**

Funding limits and eligible costs

Covered	Travel and accommodation for the lab member: <ul style="list-style-type: none"> - up to €1500 per trip within the same country/region - up to €2500 per trip to a different continent/overseas See our Travel Guidelines (page 22)
Not covered	Meals, bench fees

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23) and describe the main goals of the visit. In section B, please provide estimated costs. The form must be signed by the Global Investigator that wants to use the grant.
Final report required	Please send a short report including breakdown of costs by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that used the grant.

***EMBC Member States:** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, 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. **Countries / territories covered by a co-operation agreement:** Chile, Taiwan.

**All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.9. Research seminars

Global investigators can use the grant to invite scientists from an EMBC Member State, an EMBC Associate Member State or a country or territory covered by a co-operation agreement* to give a scientific lecture at their research institute, centre or university. **The support is not restricted to collaborations with other EMBO Global or Young Investigators.** Please note that the support provided by EMBO should be acknowledged during the talk.

Funding limits and eligible costs

Covered	Travel and accommodation for the invited speaker: <ul style="list-style-type: none"> - up to €500 per trip within the same country/region - up to €1500 per trip to a different continent/overseas See our Travel Guidelines (page 22)
Not covered	Meal costs

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), including details of invited speaker. In section B, please provide estimated costs**. The form must be signed by the Global Investigator organising the visit.
Final report required	Please send a short report including breakdown of costs by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices and boarding passes (if applicable)***. The form must be signed by the Global Investigator that organised the visit.

***EMBC Member States:** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, 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. **Countries / territories covered by a co-operation agreement:** Chile, Taiwan.

**Please note that we cannot make payments to non-Global Investigators. We would kindly ask the Global Investigator organising the visit to cover invited speaker's expenses from their annual grant.

***All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.10. PhD/postdoc interviews

Global Investigators can use the grant to cover travel and accommodation expenses of a visiting candidate to be interviewed for a PhD or postdoc position in the lab.

Funding limits and eligible costs

Covered	Travel and accommodation for the candidate: - up to €500 if travelling within the same country/region - up to €1500 if travelling to a different continent/overseas See our Travel Guidelines (page 22)
Not covered	Meal costs

Procedure

Apply in advance	Please use the <i>GIN Application and Report Form</i> (see page 23), including details of the candidate. In section B, please provide estimated costs*. The form must be signed by the Global Investigator organising the visit.
Final report required	Please send a short report including breakdown of costs by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organised the visit.

*Please note that we cannot make payments to non-Global Investigators. We would kindly ask the Global Investigator organising the visit to cover the third-party costs from their annual grant.

**All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.11. Manuscript and grant proposal editing services

The Global Investigator Network offers to cover manuscript and grant proposal editing charges. The prerequisite is that a current Global Investigator must be senior (last) author of the paper or the principal investigator of the grant proposal. Charges can be covered using the annual grant.

Procedure

Please send the *GIN Application and Report Form* (see page 23) and paid receipt/invoice to the Global Activities office.

2.1.12. Publication fees (EMBO Press journals)

The Global Investigator Network offers to cover publication charges (excluding VAT) for papers published by its members in EMBO Press journals. The prerequisite is that a current Global Investigator is one of the authors on the paper. Charges can be covered using the annual grant.

Procedure

Please send the *GIN Application and Report Form* (see page 23) and paid invoice from EMBO Press to the Global Activities office. Please inform the Global Activities office if you are publishing more than paper in a year and would like to apply for extra funds.

2.1.13. Professional development courses

Global Investigators can select an online or an in-person soft-skills training for them and/or for their lab members and cover the course fees using the annual grant. Examples of relevant topics are: lab leadership, negotiation, team management, project management, language (of the country of residence), and team building.

Please always wait for written approval from the EMBO Global Activities office before purchasing any course content.

Funding limits and eligible costs

Covered	Course fees of up to €2000 (excluding VAT) per training
Not covered	Travel, accommodation and meals for trainers and participants

Procedure

Apply in advance	Please submit a <i>GIN Application and Report Form</i> (see page 23), including: <ul style="list-style-type: none">- a few lines about the training goals and expectations- date and place of the training / coaching session- a list of all lab members participating The form must be signed by the Global Investigator, even if the training is for a lab member.
Final report required	After the course, please send a short report by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices* and certificate(s) of course completion. The form must be signed by the Global Investigator, even if the training was for a lab member.

*All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.1.14. Childcare support

EMBO is committed to gender balance and equal opportunity. Recognising that taking care of children adds financial and time obligations to parents, EMBO provides childcare support for Global Investigators attending a scientific conference or visiting another research institution.

Funding limits and eligible costs

Covered	Up to €500 per meeting or visit to cover e.g.: <ul style="list-style-type: none">- Baby-sitting or childcare facility- Travel costs for a caretaker or to take the child with you See our Travel Guidelines (page 22)
Not covered	Meal costs

Procedure

Apply in advance	Please submit a <i>GIN Application and Report Form</i> (see page 23), including details of the meeting or visit and a justification of the need for childcare support. In section B, please provide a breakdown of expected costs*.
Final report required	Please send a short report by updating the <i>GIN Application and Report Form</i> (see page 23), enclosing relevant invoices and boarding passes (if applicable)**.

*Please note that we cannot make payments to non-Global Investigators. We would kindly ask the Global Investigator to cover the third-party costs (e.g. caretaker, childcare facility) from their annual grant.

**All final reports must include relevant electronic/paper invoices, receipts and boarding passes and must be dated and signed. Paper receipts (e.g. for taxis) and boarding passes should be scanned and attached to the final report. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.2. Attending EMBO events

Travel expenses of current Global Investigators attending EMBO events will be reimbursed by the Global Activities office. Accommodation and other expenses are arranged and covered by the EMBO office organising the meeting.

2.2.1. EMBO Young Investigator Network Annual Meetings

Every year the YIP office organises a meeting for Young Investigators, Installation Grantees and Global Investigators to get to know each other and have the opportunity to learn more about the network and give feedback to EMBO.

All current and former Young Investigator Network members are invited to participate, along with EMBL group leaders. Programme members are expected to attend each meeting during their four years of active membership.

The meetings take place at a programme member's institute and every three years at EMBL Heidelberg. The programme consists of short research talks by participants, discussion sessions on topics of general interest, optional training workshops, and plenty of time for informal interactions.

Funding limits and eligible costs

Covered	Travel costs of up to €1200 incurred by current Global Investigators See our Travel Guidelines (page 22) Accommodation and meals during the meeting are provided
Not covered	Additional meals

Procedure

Registration	Please contact the YIP office directly. The registration normally opens in February and the details are sent by e-newsletter
Travel reimbursement	Please send a signed <i>GIN Travel expense claim form</i> (see page 23) to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.2.2. EMBO YIP Retreat

The YIP office organises a biennial retreat for its current and former members, which consists of a week of training courses, discussion rounds, scientific talks and time away from the lab for grant and paper writing. Global Investigators are welcome to participate.

A call for registrations is announced by email and/or included in the e-newsletter. **Please inform the Global Activities office in advance** if you registered and want to apply for travel support.

Funding limits and eligible costs

Covered	Travel costs of up to €1200 incurred by current Global Investigators See our Travel Guidelines (page 22)
Not covered	Travel support for lab members, additional meals

Procedure

Travel reimbursement	Please send a signed <i>GIN Travel expense claim form</i> (see page 23) to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*
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*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.2.3. EMBO YIP Sectoral Meetings

Global Investigators have access to the EMBO YIP Sectoral Meetings. This initiative aims to support collaboration between Global and Young Investigators working on similar topics and foster discussions and the exchange of ideas and data.

Global Investigators can contact active groups by using the details listed in the regular e-newsletters sent by the YIP office. If you are interested in attending one of the listed events or have questions or suggestions for individual groups, please **contact the meeting organisers directly**.

Cancellation policy for Sectoral Meeting attendees:

The budget for the Sectoral Meetings depends on the number of participants (i.e. €400 per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

Funding limits and eligible costs

Covered	Travel costs of up to €1000 per meeting incurred by current Global Investigators See our Travel Guidelines (page 22)
Not covered	Travel support for lab members, additional meals

Procedure

Travel reimbursement	Please send a signed <i>GIN Travel expense claim form</i> (see page 23) to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*
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*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.2.4. EMBO YIP Annual PhD Course

A committee of six Young Investigators and the YIP office annually organise a one-week course for 36 PhD students working in Young Investigator Network members' labs. The programme includes scientific lectures, workshops, soft-skill courses, student research presentations, poster sessions, grant writing and paper review exercises.

An annual call for applications is announced by email and/or included in the e-newsletter. The application and selection processes are handled by the YIP office. PhD students in second year and above are given priority (only one application per lab). **Please inform the Global Activities office in advance** if one of your students is selected and wants to apply for travel support.

Funding limits and eligible costs

Covered	Travel costs of up to €1000 incurred by a current Global Investigator's student See our Travel Guidelines (page 22)
Not covered	Additional meals

Procedure

Travel reimbursement	Please send a signed <i>GIN Travel expense claim form</i> (see page 23) to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting. The form must be signed by the current Global Investigator*
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*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.2.5. EMBO Members' Meeting

Global Investigators are invited to participate in the annual EMBO Members' Meeting. The meeting usually takes place at the EMBL in Heidelberg, Germany.

An annual call for registrations is announced by email and/or included in the e-newsletter. **Please inform the Global Activities office in advance** if you registered and want to apply for travel support.

Funding limits and eligible costs

Covered	Travel costs of up to €1000 incurred by a current Global Investigator See our Travel Guidelines (page 22)
Not covered	Travel support for lab members, additional meals

Procedure

Travel reimbursement	Please send a signed <i>GIN Travel expense claim form</i> (see page 23) to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*
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*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.3. EMBO Solutions

EMBO Solutions delivers training to life scientists worldwide in lab leadership, scientific writing, project management, research integrity, project management and negotiation, among others.

Courses are offered throughout the year but often fill-up quickly. Register online, indicate that you are an EMBO Global Investigator and the course fee will be automatically waived. If the course is taking place in person, **please inform the Global Activities office in advance** if you want to apply for travel support.

More details can be found at: <http://lab-management.embo.org>

Funding limits and eligible costs

Covered	Residential registration fees and travel costs of up to €1000 incurred by current Global Investigators See our Travel Guidelines (page 22)
Not covered	Additional meals

Procedure

Travel reimbursement	After the course, please send a signed <i>GIN Travel expense claim form</i> (see page 23) to the Global Activities office, including invoices/receipts, boarding passes (if applicable) and certificate of course completion*
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*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to EMBO via email. Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.

2.4. Contact with YIPs and IGs

- **Online Database**

The EMBO website features a searchable database of all current and former members of the Young Investigator Network: <https://yip-search.embo.org/#/>

- **Twitter**

The Young Investigator Network has its own Twitter feed, @EMBO_YIP, that aims to highlight its members' news (awards, new publications, available positions, etc).

Please see below for details of how to submit job vacancies in your lab. To advertise awards, recently published articles or any other updates, please send an email to yip@embo.org with the news you would like to have highlighted on the twitter feed. The news may also be included later in the e-newsletter and/or EMBO Encounters.

- **E-newsletter**

The YIP office keeps in contact with members of the Young Investigator Network via an e-newsletter, updating them on upcoming events and deadlines, opportunities within the programme and news on other programme members. Please email the YIP office (yip@embo.org) if you have any news you would like to be included.

- **Advertising of vacancies in your lab**

Global Investigators are invited to submit PhD or postdoc positions available in their laboratories through the following link: https://www.surveymonkey.com/r/YIP_AnnouncementForm.

Submitted announcements are downloaded every 1-2 weeks, posted on Twitter and sent in an email to the Young Investigator Network and FellowsNet mailing lists.

- **EMBO Directory (online)**

The EMBO Directory is a searchable online database (<https://people.embo.org>) listing EMBO Members and EMBO Young Investigators and can be searched by country, subject area or keywords.

- **Contacting other programme members**

The YIP office can circulate short announcements among programme members (e.g. invitations to meetings you are organising, faculty positions available at your institute), which can be submitted via the Announcement Form above or via email (yip@embo.org).

For other relevant requests, the office will be happy to forward messages to the mailing list or to a subset of programme members.

- **Contacting EMBO**

The **EMBO Global Activities office** (global@embo.org) is the main contact point for Global Investigators.

For matters related only to Global Investigators (i.e. application for benefits, reimbursements, programme administration, suggestions, etc.), please write to the Global Activities office directly. The office tries to be responsive to the needs of the programme members. Feedback and new ideas are always welcome.

3. Programme FAQs

1. My lab needs support for something that is not covered by a current benefit of the programme. Can this be covered?

Please send details to global@embo.org. If it is broadly similar to one of our current benefits, we may find a way to use networking funds. Alternatively, if it is an idea that fits the programmes' aims and would benefit programme members more generally, we can look into the feasibility of adding this as a new benefit.

2. I / my lab members need to apply for a visa to participate in an activity covered by the programme. Can you provide a supporting letter for the visa application?

Yes. Simply send the request, including all details of the activity and a copy of the passport, to global@embo.org.

3. I / my lab members plan to apply to attend an EMBO Course or Workshop. Will our abstract have priority since I am a member of the Global Investigator Network?

Participants are selected by the organising committee and no priority is given to members of EMBO communities.

4. I have submitted a travel reimbursement request. When will it be paid?

Processing times vary depending on:

- 1) when you submit the claim: EMBO has two payment runs per month – on the 10th and 25th of the month (or the closest working day)
- 2) whether your claim is straightforward and requires no additional information (e.g. correction of bank account details, adding signatures and dates, etc)
- 3) the workload and holiday status of the programme and finance officers.

Should you not receive payment within one month of submitting your claim, please let us know.

5. I am about to move my lab, how do I update my details?

Please send an email to global@embo.org with the details. Please note that your host country is annually contributing to EMBO for their researchers to have access to the programme benefits and therefore:

- if you are moving within countries or territories eligible for the Global Investigator Network, your membership is not affected;
- if you are moving outside that list of countries and territories, your membership will be forfeited and you will become a former programme member.

Appendix I: Travel Guidelines

If you need to cover travel expenses with EMBO funds, always apply **at least two weeks in advance**. Travel costs submitted without prior application **will not be covered**.

Please note the following travel guidelines:

- For air travel, only an economy fare (APEX tickets) will be reimbursed. EMBO cannot refund business class tickets.
- When taking the train, EMBO will refund 2nd class tickets.
- 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. It can also be a printout of the cost estimate from the rail website.
- For local transport, public transport should be used where possible. Expensive airport transfers or expensive taxi fares may not be reimbursed.
- Please always read carefully what is covered and not covered for each benefit. EMBO normally does not cover subsistence.
- **Keep all receipts/invoices and boarding passes as these will be required for reimbursement and reporting.**
- Please mind that EMBO can only reimburse to programme members, their lab members and institutions. If you are organising a joint lab meeting, institute visit or a conference, please ensure that you (or your institution) are paying the costs. **EMBO will not be able to reimburse directly to invited speakers or collaborators.**
- Please also note that **EMBO cannot refund tickets in case of cancellation**. It is recommended that you always buy refundable/rebookable tickets.
- Should you have any questions regarding travel and reimbursements, please contact the Global Activities office (global@embo.org) prior to making any final arrangements.

Appendix II: Programme Forms

There are two forms that Global Investigators need to use to claim or report expenses:

1) GIN Travel Expense Claim Form

This form is used for general travel expenses for activities that do not require a final report and are not to be covered by the annual grant, such as YIP sectoral meetings and EMBO Lab Leadership Courses.

The form must be printed and physically signed and dated. The signed form together with relevant invoices, receipts and boarding passes should be scanned and submitted to the Global Activities office via e-mail. **Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.**

If your institute/university has paid for part of your travel, it is possible to split the costs. Please fill in a separate travel claim form for each case, always providing your name and signature on the form, but with different bank accounts (your private and your institution's).

Please ensure that the bank account information is stated fully and clearly to avoid payment delays. Expenses should be specified in the original currency.

2) GIN Application and Report Form

This form is used for interactions covered by the annual grant to ask for approval and to submit the required final report.

For an application:

- See what information is required by reading the description of the benefit in the GIN guide
- Complete the GIN Application and Report Form, sections A and B
- Send the signed form to the Global Activities office
- Keep a copy of the word file to update together with all receipts, invoices and boarding passes for the final report
- Please mind that **EMBO will not be able to reimburse directly to invited speakers or collaborators.** If you are organising a joint lab meeting, institute visit or a conference, please ensure that you (or your institution) are paying the costs from the grant.

For the final report:

- Complete the Networking Application and Report Form by:
 - updating sections A and B
 - entering your short report in section C
- Send the scanned signed form to the Global Activities office along with all electronic or scanned receipts and boarding passes per e-mail. Please carefully check that all receipts are enclosed and listed properly. If you are submitting receipts for dinner or social activities (e.g. lab retreat, joint meetings), please label each one of them briefly by hand so that is easier to categorise them.
- **Please note that Global Investigators must retain original documents for ten years after the event for auditing purposes.**

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