

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, Czechia, Estonia, Lithuania, Montenegro, Poland, Portugal, and Türkiye). 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.

After the four years, Global Investigators can keep any remaining funds for an additional year, during which they continue to benefit of networking activities. Once the grant is fully expended, a final financial report must be sent to the Global Activities office. Any unspent funds must be returned to EMBO.

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 before the start of their membership in the programme. This course may be substituted for by any other training available or required by their research institute or funder provided that the course contents are equivalent to those offered by Epigeum and that the course was taken less than three years prior to the start of the 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. 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. Scientific visits to another institution

Global Investigators can use the grant to visit a research institution to give a seminar and/or to plan or continue a collaboration.

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 €1800 per trip to a different continent See our Travel Guidelines |
| Not covered | Meal costs |

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form and describe the main goals of the visit. In section B of the form, 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 GIN Application and Report Form , 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, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, 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 and original invoices, receipts, boarding passes.** Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.2. 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 €1800 if travelling to a different continent• For online meetings Registration fees up to €500 per person <p>See our <u>Travel Guidelines</u></p> |
| Not covered | Meal costs |

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the <u>GIN Application and Report Form</u> , 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 a breakdown of costs and participant list by updating the <u>GIN Application and Report Form</u> 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.3. 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 encompasses 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 €1800 per inter-continental trip See our Travel Guidelines |
| Not covered | Meal costs |

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form , including details of invited speaker. In section B of the form, 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 GIN Application and Report Form , enclosing relevant invoices and boarding passes (if applicable***). The form must be signed by the Global Investigator that organized the visit. |

***EMBC Member States:** Austria, Belgium, Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, and United Kingdom. **EMBC Associate Member States:** India, Singapore. **Countries / territories covered by a co-operation agreement:** Chile, Taiwan.

**Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.4. Joint group meetings

Joint group meetings will allow current Global Investigators and their research group members to discuss their science with other research groups based in the same country. **The support encompasses collaborations with other EMBO Global or Young Investigators.** The location and format of these meetings are to be proposed by the organizer, 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 <u>GIN Application and Report Form</u> , including the number of own group members and details of all other groups involved*. In section B of the form, 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 a breakdown of costs and participant list by updating the <u>GIN Application and Report Form</u> and enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organized the meeting. |

*Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.5. National seminar series

Global Investigators can use the annual grant to give scientific lectures or research seminars at the local, regional, and national levels within the country of their host institution. We encourage going beyond the main research centres. This benefit is extended to research group members with the aim to foster science communication skills development and enable both group leaders and early career researchers to present their projects.

Funding limits and eligible costs

| | |
|--------------------|---|
| Covered | Travel, and accommodation for the speaker: <ul style="list-style-type: none">- up to €500 per city within the same country- up to 3 cities per series See our Travel Guidelines |
| Not covered | Meal costs |

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form , including the group member who will deliver the seminar series and the institutes to be visited*. In section B of the form, please provide estimated costs. The form must be signed by the Global Investigator organising the seminar series. |
| Final report required | Please send a short report including a breakdown of costs by updating the GIN Application and Report Form and enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organized the seminar series. |

*Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.6. Scientific 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 |
| 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, honorarium for the speakers |

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form , 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 GIN Application and Report Form and enclosing relevant invoices and boarding passes (if applicable)*. |

*All final reports must include relevant and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.7. 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 organizers, 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 organizers 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 recruit other network members. Non-Global Investigators can also be included as co-organizers.

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

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|----------------|---|
| Covered | Up to €1800 to cover travel for the invited speakers See our Travel Guidelines |
|----------------|---|

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form 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 GIN Application and Report Form , enclosing relevant invoices and boarding passes***. The form must be signed by the Global Investigator that organized the meeting. |

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**Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

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. EMBO 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.

Cancellation policy for Regional Meeting attendees

The budget for the meeting depends on the number of participants. Should a participant cancel on short notice, they are liable for any hotel cancellation charges incurred by the organizers.

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 |
| Not covered | Registration fees, additional meals |

Procedure

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|-----------------------------|--|
| Travel reimbursement | Please send a signed <i>GIN Application and Report Form</i> and 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 and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.1.8. Global Investigator lecture grants

The EMBO Global Activities office offers to cover the travel and accommodation costs of current EMBO Global Investigators who are invited as speakers to international conferences. The EMBO Global Investigator Lecture Grants aim to promote the visibility of Global Investigators and encourage organizers of international meetings to invite programme members as speakers.

Meeting organizers can apply for a Global Investigator Lecture Grant. Information about the conditions of the EMBO Global Investigator Lecture Grants, can be found [here](#) and is also included in the EMBO Courses & Workshops organizer guidelines.

Procedure

Apply in advance

Meeting organizers should submit the *Global Investigator Lecture Grant application form* at least three months before the start of the meeting.

If you have been invited as a speaker to a conferment and want to be considered for a Global Investigator Lecture, the Global Activities office would be happy to contact the organizers to offer support. Please email global@embo.org.

2.1.9. Local PhD courses

Global Investigators can use the grant to organize 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

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|------------------------------|--|
| Apply in advance | Please use the <u><i>GIN Application and Report Form</i></u> , including the expected number of participants and a draft programme. In section B of the form, 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 <u><i>GIN Application and Report Form</i></u> and enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organized the course. |

*Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.2. Supporting your lab

2.2.1. Lab member visiting fellowships

Global Investigators can use the grant to send one of their lab members to a lab in another research institution to carry out experiments or learn a technique. **The support encompasses pre-existing collaborations and 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 inter-continental trip See our Travel Guidelines |
| Not covered | Meals, bench fees |

Procedure

| | |
|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form and describe the main goals of the visit. In section B of the form, 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 GIN Application and Report Form , 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, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, 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 and original invoices, receipts, boarding passes.** Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.2.2. Lab retreat

Global Investigators can use the grant to organize a retreat for discussing current and future research plans with their lab members. This support can be requested once during the membership in the programme.

Funding limits and eligible costs

| | |
|--------------------------|--|
| Covered | Up to €200 per participating lab member See our Travel Guidelines |
| Eligible expenses | Travel, accommodation, catering/meals, venue, team building activities |

Procedure

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|------------------------------|--|
| Apply in advance | Please use the GIN Application and Report Form , including the scientific and social activities programme and the number of group members participating. In section B of the form, please provide estimated costs. |
| Final report required | Please send a short report including breakdown of costs and participant list by updating the GIN Application and Report Form and enclosing relevant invoices and boarding passes (if applicable)*. |

*All final reports must include relevant and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.2.3. Access to core facilities at EMBL

EMBL has granted access to its core facilities at the same rates as the EMBL group leaders for current EMBO Global Investigators, EMBO Young Investigators and Installation Grantees during active membership in the programme. Some restrictions may apply due to internal policies.

EMBL Heidelberg core facilities exist for Advanced Light Microscopy, Genomics, Proteomics, Protein Expression and Purification, Metabolomics, Electron Microscopy, Flow Cytometry, and Chemical Biology.

Procedure

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|-------------------------|--|
| Apply in advance | If you are interested in any of the services, please contact the EMBL core facility leaders directly mentioning your status as a current EMBO Young Investigator/Global Investigator. Further details about the facilities, including contact details, can be found in the Services and facilities section of this page: http://www.embl.de/services/core_facilities |
|-------------------------|--|

2.2.4. 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: <ul style="list-style-type: none">- up to €500 if travelling within the same country/region- up to €1800 if travelling to a different continent See our Travel Guidelines |
| Not covered | Meal costs |

Procedure

| | |
|------------------------------|---|
| Apply in advance | Please use the GIN Application and Report Form , including details of the candidate. In section B of the form, 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 GIN Application and Report Form , enclosing relevant invoices and boarding passes (if applicable)**. The form must be signed by the Global Investigator that organized the visit. |

*Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.2.5. 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 |
| Not covered | Meal costs |

Procedure

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

*Please note that EMBO 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 and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.2.6. Manuscript and grant proposal editing services

Global Investigators can use the grant 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.

Procedure

Please send the [GIN Application and Report Form](#) and the paid receipt/invoice to the Global Activities office.

2.2.7. 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 include: 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 | <p>Please submit a <i>GIN Application and Report Form</i>, including:</p> <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 <p>The form must be signed by the Global Investigator, even if the training is for a lab member.</p> |
| Final report required | <p>After the course, please send a short report by updating the <i>GIN Application and Report Form</i>, 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.</p> |

*All final reports must include relevant and original invoices, receipts, boarding passes. Paper receipts (e.g. for taxis) and boarding passes should be attached to the final report. Reports must be dated and signed. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.2.8. Publication fees (EMBO Press journals)

The EMBO Global Activities Office 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.

Procedure

Please send the *GIN Publishing Expense Claim Form*, the EMBO Press editor's acceptance letter, and the publisher's invoice to the Global Activities office.

2.3. 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.

2.3.1. EMBO Young Investigator Network Annual Meetings

Every year the YIP office organizes 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 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 GIN Travel expense claim form to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*. These costs are covered by EMBO, separately from the annual grant. |

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.3.2. EMBO YIP Retreat

The YIP office organizes 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 invited 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 |
| Not covered | Travel support for lab members, additional meals |

Procedure

| | |
|-----------------------------|---|
| Travel reimbursement | Please send a signed GIN Travel expense claim form to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*. These costs are covered by EMBO, separately from the annual grant. |
|-----------------------------|---|

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.3.3. EMBO YIP Sectoral Meetings

Global Investigators are invited to attend 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 organizers 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. Organizers 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 €1200 per meeting incurred by current Global Investigators See our Travel Guidelines |
| Not covered | Travel support for lab members, additional meals |

Procedure

| | |
|-----------------------------|--|
| Travel reimbursement | Please send a signed <u>GIN Travel expense claim form</u> to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*. These costs are covered by EMBO, separately from the annual grant. |
|-----------------------------|--|

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.3.4. EMBO YIP Annual PhD Course

A committee of six Young Investigators and the YIP office annually organize a one-week course for 40 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 €1200 incurred by a current Global Investigator's student See our <u>Travel Guidelines</u> |
| Not covered | Additional meals |

Procedure

| | |
|-----------------------------|--|
| Travel reimbursement | Please send a signed <u>GIN Travel expense claim form</u> 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*. These costs are covered by EMBO, separately from the annual grant. |
|-----------------------------|--|

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.3.5. 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 €1200 incurred by a current Global Investigator See our Travel Guidelines |
| Not covered | Travel support for lab members, additional meals |

Procedure

| | |
|-----------------------------|---|
| Travel reimbursement | Please send a signed GIN Travel expense claim form to the Global Activities office, including invoices/receipts and boarding passes (if applicable) after the meeting*. These costs are covered by EMBO, separately from the annual grant. |
|-----------------------------|---|

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.4. EMBO Solutions

EMBO Solutions delivers training to life scientists worldwide in lab leadership, scientific writing, 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 €1800 incurred by current Global Investigators See our Travel Guidelines |
| Not covered | Additional meals |

Procedure

| | |
|----------------------|---|
| Travel reimbursement | After the course, please send a signed GIN Travel expense claim form to the Global Activities office, including invoices/receipts, boarding passes (if applicable) and certificate of course completion*. These costs are covered by EMBO, separately from the annual grant. |
|----------------------|---|

*All claim forms requesting payment must be printed and **physically signed and dated**. The signed form together with relevant and original invoices, receipts, and boarding passes should be submitted to EMBO. If scans of the original receipts are submitted via email, please note that Global Investigators are obliged to keep the originals for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2.5. 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/#/>

- **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.

- **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.

- **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 a standard 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

Global Investigators need to use the following forms to claim or report expenses:

1) 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 sections A and B of the GIN Application and Report Form
- Send the signed form to the Global Activities office per e-mail
- Keep a copy of the word file to update for the final report together with all receipts, invoices, and boarding passes
- 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 activity report:

- **Within 3 months** of concluding an activity, complete the GIN Application and Report Form by:
 - updating sections A and B
 - entering your short report in section C
- Send by email 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 pro-forma invoices are not accepted.
- **Please note that Global Investigators must retain original documents for ten years.** As a not-for-profit organisation we are regularly audited and may need to provide the originals.

2) GIN Travel Expense Claim Form

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

The travel expense claim form must be printed and physically signed and dated. The signed form together with relevant invoices, receipts, and boarding passes should be submitted to the Global Activities office. If scans of the original receipts are submitted via email, **please note that Global Investigators are obliged to keep the originals for ten years**. As a not-for-profit organisation we are regularly audited and may need to provide the originals.

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.

3) GIN Publishing Expense Claim Form

This form is used for publishing expenses when publishing via EMBO Press. These costs do not require a final report and are not to be covered by the annual grant, similarly to EMBO events and EMBO Solutions Lab Leadership Courses.

The form must be printed and physically signed and dated. The signed form together with the editor's letter of acceptance and the publisher's invoice should be scanned and submitted to the Global Activities office per e-mail.

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

Please note that Global Investigators must retain original documents for ten years. As a not-for-profit organisation we are regularly audited and may need to provide the originals

4) Global Investigator Lecture Grant application form

This form is used by international meeting organizers who wish to invite current members of the EMBO Global Investigator Network as a speaker. Meeting organizers should submit the application form available on the EMBO website at least three months before the start of the meeting.

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