

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 (YIN)** 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, Greece, Hungary, Lithuania, Luxemburg, 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 in Chile, India, Singapore 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 8-12 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 (see section 2.5).

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 (for mothers this is one year per child born, for fathers the time of parental leave taken).

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. At the end of this additional year, 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 four 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

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.

Benefits marked with a flag  are covered by EMBO, in addition to the annual networking grant.

2.1. Networking activities

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.

When delivering a seminar, Global Investigators are asked to briefly highlight EMBO's activities and their membership of the Global Investigator Network. A PowerPoint deck can be provided to support the presentation.

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/continent- up to €1800 per trip to a different continent See our Travel Guidelines
Not covered	Meal costs, per diems, speakers' honoraria

Procedure

Apply in advance	Please submit a request via the online GIN Activity Request Form , describing the main goals of the visit and providing a cost estimate.
Activity report required	Please submit a <i>short activity report</i> , making sure to keep all the relevant invoices, receipts, tickets/boarding passes*. The report must be dated and signed by the Global Investigator that used the grant.

*All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization 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](#).

If delivering a talk at a meeting, Global Investigators are asked to briefly highlight EMBO's activities and their membership of the Global Investigator Network. A PowerPoint deck is provided to support the presentation.

Funding limits and eligible costs

Covered	<p>For in-person meetings, registration, travel, and accommodation for the participant:</p> <ul style="list-style-type: none">- up to €500 if travelling within the same country/region/continent- up to €1800 if travelling to a different continent <p>For online meetings, registration fees up to €500 per person</p> <p>If more than one research group member attends a meeting, the budget cap for this activity category is proportionally increased.</p> <p>See our Travel Guidelines</p>
Not covered	Meal costs, per diems, speaker honoraria

Procedure

Apply in advance	Please submit a request via the online GIN Activity Request Form , including the meeting details and providing a cost estimate.
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets/boarding passes*. The report must be dated and signed by the Global Investigator that used the grant.

*All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization 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 to give a scientific lecture at their research institute. 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/continent- up to €1800 per inter-continental trip See our Travel Guidelines
Not covered	Meal costs, per diems, speakers' honoraria

Procedure

Apply in advance	Please submit a request via the online GIN Activity Request Form , providing details of the invited speaker, main goals of the visit and a cost estimate*.
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets/boarding passes**. The report must be dated and signed by the Global Investigator that used the grant.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. The Global Investigator organizing the research seminar must cover the invited speakers' expenses with their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.1.4. Joint group meetings

Joint group meetings allow current Global Investigators and their research group members to discuss their science with other research groups based in the same country. Guest research groups can be both from and outside the Global Investigator network. 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, local travel, meals

Procedure

Apply in advance	Please submit the <u>online GIN Activity Request Form</u> , including the number of your own group members attending, details of all other research groups involved and a cost estimate*.
Activity report required	Please submit a <u>short activity report</u> , making sure to keep all the relevant invoices, receipts, tickets/boarding passes**. The report must be dated and signed by the Global Investigator that organized the joint meeting.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. The Global Investigator organizing the joint meeting should cover the joint meeting costs with their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization 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 within the country of their host institution at research institutes, universities, or higher education institutions. 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.

When delivering the seminars, Global Investigators are asked to briefly highlight EMBO's activities and their membership in the Global Investigator Network. A PowerPoint deck is provided to support the presentation.

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, per diems, speakers' honoraria

Procedure

Apply in advance	Please submit the online GIN Activity Request Form , including details about the group member who will deliver the seminar series, the institutes to be visited, and a cost estimate*.
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets**. The report must be dated and signed by the Global Investigator.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. If applicable, the Global Investigator organizing the seminar series should cover lab member's expenses with their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.1.6. Scientific meeting organization

Global Investigators who are in the organizing 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 organizing committee, **only one of them** can apply for these funds.

Please note that the support provided by EMBO should be acknowledged during the meeting.

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, per diems, speakers' honoraria

Procedure

Apply in advance	Please submit the online GIN Activity Request Form , and provide the following details: <ul style="list-style-type: none">- purpose of the meeting- 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')- cost estimate
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets*. The report must be dated and signed by the Global Investigator that organized the meeting.

*All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.1.7. 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 guidelines received by the organizers.

Please note that invitations for talks resulting from submitted abstracts are not covered.

Procedure

Apply in advance	<p>Meeting organizers should submit the <i><u>Global Investigator Lecture Grant application form</u></i> at least three months before the start of the meeting.</p> <p>If you have been invited as a speaker to a conference and want to be considered for a Global Investigator Lecture, the Global Activities Office would be happy to contact the organizers. Please email global@embo.org.</p> <p>These costs are covered by EMBO, separately from the annual grant.</p>
Travel reimbursement	<p>After the meeting, please send a signed <i><u>Travel Expense Claim Form</u></i> accompanied by invoices/receipts and boarding passes (if applicable)*</p>

*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 organization we are regularly audited and may need to provide the originals.

2.1.8. Local PhD courses

Global Investigators can use the grant to contribute towards the organization of a local PhD course hosted by their host institute.

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	Up to €800 per course
Eligible expenses	Reasonable hotel costs, local travel, trainers and catering/dinners

Procedure

Apply in advance	Please submit the <u>online GIN Activity Request Form</u> , including the expected number of participants, a draft programme, and a cost estimate*.
Activity report required	Please submit a <u>short activity report</u> , making sure to keep all the relevant invoices, receipts, tickets**. The report must be dated and signed by the Global Investigator.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. We kindly ask the Global Investigator organizing the course to cover the third-party costs from their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization 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/continent- up to €2500 per inter-continental trip See our Travel Guidelines
Not covered	Meals, bench fees, per diems

Procedure

Apply in advance	Please submit the online GIN Activity Request Form and describe the main goals of the visit and a cost estimate.
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets*. The report must be dated and signed by the Global Investigator.

*All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization 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

Apply in advance	Please submit the online GIN Activity Request Form , including the scientific programme, social activities programme, the number of group members participating, and a cost estimate.
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets*. The report must be dated and signed by the Global Investigator.

*All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.2.3. Access to core facilities at EMBL

EMBL Heidelberg 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's scientific services](#) encompass over 40 bioinformatics and data resources, and more than 20 experimental services in the fields of structural biology, imaging, genomics, proteomics, metabolomics, in vivo gene editing, and chemical biology.

Procedure

Apply in advance	<p>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.</p> <p>If approved by the facilities, please submit the Online GIN Activity Request Form, including a cost estimate*.</p> <p>Further details about the facilities, including contact details, can be found in the Services and facilities section of this page: https://www.embl.org/services-facilities/</p>
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*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. The Global Investigator must cover the third-party costs from their annual grant.

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/continent- up to €1800 if travelling to a different continent See our Travel Guidelines
Not covered	Meal costs, per diems

Procedure

Apply in advance	Please submit the online GIN Activity Request Form , including details of the candidate and a cost estimate*.
Activity report required	Please submit a short activity report , making sure to keep all the relevant invoices, receipts, tickets**. The report must be dated and signed by the Global Investigator.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. We kindly ask the Global Investigator organizing the interview to cover the third-party costs from their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.2.5. Bridging funds



EMBO Bridging Funds aim to support staff members of the Global Investigators' labs in critical transition periods, i.e. when funding runs out, but projects are not yet completed. We offer a stipend of a maximum of 5000 EUR for PhD or postdocs. In exceptional cases, we will support master's students (with a max of 2500 EUR). No taxes and no overheads can be paid from this grant. Any extra overheads should be covered by the home institution.

Bridging funds can be requested for a maximum period of 6 months. These costs are covered by EMBO, separately from the annual grant. There are a limited number of these grants available per year.

Funding limits and eligible costs

Covered	Up to 6 months of stipend extension, not exceeding a total of €5000 (or €2500 for Masters' students, in exceptional cases)
Not covered	Overheads, bench fees, taxes, or publishing fees

Procedure

Apply in advance	Please submit a <u><i>Bridging Funds Application Form</i></u> , including a short explanation of the current funding situation and why this extension necessary.
Financial report required	<p>A <u><i>Financial Report Form</i></u> must be submitted by 31 January of the following year.</p> <p>In addition, a brief scientific report from the grant recipient (free form, 1/2–1 page) should be sent to the EMBO Global Activities Office after the granting period.</p>

2.2.6. 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 <i>Travel Guidelines</i>
Not covered	Meal costs, per diems

Procedure

Apply in advance	Please submit the <i>online GIN Activity Request Form</i> , including details of the meeting or visit, a justification of the need for childcare support, and a cost estimate*.
Activity report required	Please submit a <i>short activity report</i> , making sure to keep all the relevant invoices, receipts, tickets**. The report must be dated and signed by the Global Investigator.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. We kindly ask the Global Investigator to cover the third-party costs (e.g. caretaker, childcare facility) from their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.2.7. Manuscript and grant proposal editing services

Global Investigators can use the grant to cover manuscript and grant proposal editing charges. The prerequisite is that the Global Investigator must be senior author of the paper or the principal investigator of the grant proposal.

Funding limits and eligible costs

Covered	Up to €1000 per manuscript/grant editing service
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Procedure

Apply in advance	Please submit the <u>online GIN Activity Request Form</u> , including details of the service provided and a cost estimate*.
Activity report required	Please submit a <u>short activity report</u> , making sure to include the paid receipt/invoice**. The report must be dated and signed by the Global Investigator.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. We kindly ask the Global Investigator to cover the third-party costs from their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.2.8. Scientific journal cover image

If you have been invited to provide a cover image from your publication, the grant can be used to cover the image production and publishing costs.

This support is applicable to cover images published in any scientific peer-reviewed journal. The prerequisite is that the Global Investigator must be the senior (last) author of the paper published in the same issue of the journal where the front cover is featured.

Funding limits and eligible costs

Covered	Up to €1000 per cover image editing service/production fees
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Procedure

Apply in advance	Please submit the <u>online GIN Activity Request Form</u> , including details of the service provided and a cost estimate*.
Activity report required	Please submit a <u>short activity report</u> , making sure to include the editor's acceptance letter and the paid receipt/invoice**. The report must be dated and signed by the Global Investigator.

*Please note that EMBO cannot make payments directly to individuals outside of the Global Investigator Network. We kindly ask the Global Investigator to cover the third-party costs from their annual grant.

**All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.2.9. Publication fees (EMBO Press journals)



The EMBO Global Activities Office offers to reimburse article processing charges (APC) for papers published by Global Investigators in EMBO Press journals. These costs are covered by EMBO, separately from the annual grant.

The prerequisite is that a current Global Investigator is the corresponding or last author and that publishing costs are not covered either by an institutional agreement or by an Open Access agreement.

Note that the EMBO Press Journals are part of Springer Nature's country-tiered APC pricing pilot, which allocates countries to a pricing tier (a percentage of the journal's standard APC, ranging from 100% to 0%). The APC is set automatically upon an article's acceptance, based on the corresponding author's country of residence. [Find out more](#) about the APC applicable to each country.

Charges need to be paid up front by the authors. The EMBO Global Activities Office can reimburse up to 6,490 Euros (excluding VAT). Charges can be reimbursed if the article submission date is within the Global Investigator's programme membership period.

Procedure

Please send the *Article Processing Charges Claim Form*, the EMBO Press editor's acceptance letter, and the publisher's invoice to the Global Activities Office.

2.3. Training and professional development

2.3.1. EMBO Lab Leadership courses



EMBO Lab Leadership 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: <https://www.embolableadership.org/#>

Funding limits and eligible costs

Covered	Residential registration fees Travel costs incurred by current Global Investigators can be covered via the meeting participation benefit. See our Travel Guidelines
Not covered	Additional meals, per diems

Procedure

Apply in advance	Please submit the online GIN Activity Request Form . EMBO Lab Leadership will send your registration fee invoice directly to the Global Activities Office for payment.
Activity report required	After the course, please submit a short activity report , making sure to include the certificate(s) of course completion.

2.3.2. 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.

Global Investigators can also choose to host a training course at their institute.

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 course Travel costs incurred by current Global Investigators, their group members, or trainers: <ul style="list-style-type: none">- up to €200 if travelling within the same country/region/continent- up to €1000 if travelling to a different continent
Not covered	Accommodation, meals, per diems

Procedure

Apply in advance	Please submit the <u>online GIN Activity Request Form</u> , 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 submitted by the Global Investigator, even if the training is for a lab member.
Activity report required	After the course, please submit a <u>short activity report</u> *, making sure to include the certificate(s) of course completion. The report must be submitted by the Global Investigator, even if the training was for a lab member.

*All activity reports must be backed by the relevant and original invoices, receipts and boarding passes. Please note that Global Investigators or their institutions are obliged to keep the originals for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.

2.4. Attending EMBO events



Travel expenses of current Global Investigators attending EMBO events will be reimbursed by the Global Activities Office. EMBO events are those organized and hosted by EMBO, as listed below, and do not include EMBO-funded courses and workshops. Accommodation and other expenses are arranged and covered by the EMBO office organizing the meeting.

2.4.1. EMBO Young Investigator Network Annual Meetings

Every year the EMBO Young Investigator Programme 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. Programme members are expected to attend each meeting during their four years of active membership.

The meetings take place at EMBL Heidelberg or a programme member's institute. 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, per diems

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 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 organization we are regularly audited and may need to provide the originals.

2.4.2. EMBO Global Investigator Network Triennial Meetings

Every three years the Global Activities Office organizes a meeting for Global Investigators to learn more about the network, projects developed by other Global Investigators and give feedback to EMBO.

All current and former Global Investigator Network members are invited to participate. Current programme members are expected to attend a meeting during their four years of active membership.

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

Funding limits and eligible costs

Covered	Travel costs of up to €1200 incurred by current and former Global Investigators See our Travel Guidelines Accommodation and meals during the meeting are provided
Not covered	Additional meals, per diems

Procedure

Registration	Please contact the Global Activities Office directly. The registration link and event details are sent via email.
Travel reimbursement	Please send a signed 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 organization we are regularly audited and may need to provide the originals.

2.4.3. EMBO Young Investigator Network Retreat

The EMBO Young Investigator Programme 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	Training courses, accommodation and meals are covered by EMBO. Travel costs incurred by current Global Investigators can be covered via the meeting participation benefit. See our Travel Guidelines
Not covered	Additional meals, per diems

Procedure

Registration	Please contact the YIP office directly. The registration normally opens in February and the details are sent by e-newsletter
Apply in advance	If your registration is accepted, please submit the online GIN Activity Request Form .

2.4.4. EMBO Young Investigator Network Sectoral Meetings

Global Investigators are invited to attend the EMBO YIN 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 EMBO Young Investigator Programme 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	Additional meals, per diems

Procedure

Travel reimbursement	Please send a signed 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.
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*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 organization we are regularly audited and may need to provide the originals.

2.4.5. EMBO Young Investigator Network Annual PhD Course

A committee of six Young Investigators and the EMBO Young Investigator Programme 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.

If a Global Investigator is part of the training team, one of their PhD students has automatic access to that year's course. In this case, only the trainer's travel costs can be covered by the Global Activities Office. The student's travel costs are eligible to be covered by the GIN grant.

Funding limits and eligible costs

Covered	Training courses, accommodation and meals are covered by EMBO. Travel costs of up to €1200 incurred by a current Global Investigator <i>if part of the training team</i> . See our Travel Guidelines
Not covered	Additional meals, per diems

Procedure

Travel reimbursement	Please send a signed Travel expense claim form to the Global Activities Office, including invoices/receipts and boarding passes (if applicable) after the course. The form must be signed by the Global Investigator*. These costs are covered by EMBO, separately from the annual grant.
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*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 organization we are regularly audited and may need to provide the originals.

2.4.6. 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	Additional meals, per diems

Procedure

Travel reimbursement	Please send a signed 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.
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*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 organization we are regularly audited and may need to provide the originals.

2.5. Former programme members' benefits

At the end of the membership in the programme (nominally four years without extensions) , or if they move to another non-eligible country, EMBO Global Investigators are referred to as “former” programme members, remaining associated with the network and having access to the following benefits:

- **EMBO Young Investigator Network events**

You can stay active within the Young Investigator Network by attending the network events - annual meetings, sectoral meetings, YIN retreats. You can also nominate one of your students for a YIN PhD course. For in-person events, accommodation and meals during the event are provided by the Global Activities Office. Travel expenses can be reimbursed by EMBO upon submission of a claim form.

- **EMBO Global Investigator Network meetings**

You can stay active within the Global Investigator Network by attending the network meetings. Travel, accommodation and meals during the event are provided by the Global Activities Office.

- **Participating in EMBO Global Investigators' activities as a guest**

Costs can be covered according to the GIN Programme Guide when a current programme member invites you as a:

- Guest speaker at their host institution
- Guest PI at a joint group meeting
- Speaker or trainer at a local PhD course

- **Delivering [EMBO Global Investigator Lectures](#)** at international conferences during the year following the end of your programme membership.

Travel and accommodation costs will be reimbursed to the speaker. Please consult the benefits and conditions details online.

- **EMBO Lab Leadership courses**

Course registration fees, including accommodation (<https://www.embolableadership.org/#>), are waived for former programme members. However, travel and other expenses cannot be reimbursed.

- **Contact with EMBO Young Investigators and Installation Grantees**

You will continue receiving the e-newsletter sent by the YIP office and you can also send information (e.g. vacancies in your lab) to be advertised to the whole network and on the [EMBO website](#).

2.6. Contact with EMBO Young Investigators and Installation Grantees

- **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.

- **X (formerly 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 [this online form](#).

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 organizing, 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. The amount transferred by EMBO for the GIN grant is lower than expected. Why is this?

Please note that for grant transfers, shared transfer fees (SHA) apply, i.e. EMBO covers the bank's outgoing transfer charge and beneficiaries are responsible for covering the charges of the recipient bank.

2. 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.

3. 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.

4. 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 organizing committee and no priority is given to members of EMBO communities.

5. 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.

6. 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 standard economy fares (APEX tickets) will be reimbursed. EMBO will not refund premium economy or 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.** They need to be kept for 10 years if the originals are not submitted to EMBO.
- Please mind that EMBO can only reimburse to programme members, their lab members, and institutions. If you are organizing 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. All forms are available via the shared Programme Folder. The link is provided by the Global Activities Office via email.

1) Activity Request Form

This online request form is used to request approval for interactions covered by the annual grant.

- See what information is required by reading the description of the benefit in the programme guide;
- Please note:
 - If a Global Investigator performs **more than one activity in a single trip**, an application form should be submitted **for each activity**, indicating the relevant activity category.
 - If you request a networking activity for two different people for the same activity, please submit **one request form per person**;
- Keep a copy of the request for future reference;
- Once you submit your request, the EMBO Global Activities will contact you confirming whether the request has been approved or if additional information is required;
- Please mind that EMBO will not be able to reimburse directly to invited speakers or collaborators. If you are organizing a joint lab meeting, institute visit or a conference, please ensure that you (or your institution) are paying the costs from the grant.

2) Activity Report Form

Within 3 months of concluding an activity, submit the GIN Activity Report form.

- Provide a brief description of the activity and the goals achieved;
- Provide the cost break down for the incurred and eligible expenses
- Global Investigators must retain original documents for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.
- Please note:
 - If more than one lab member joined the same networking activity, one activity report should be submitted per lab member;
 - If a Global Investigator performs more than one activity in a single trip, a report must be submitted per activity, including the invoices relevant to each activity.
 - Pro-forma invoices are not accepted.

3) Financial Report Form

Global Investigators must submit a financial report on an annual basis by the 31st January, summarizing all the networking activities and respective costs covered by the GIN grant during the previous year. A financial report must be submitted even if no networking activities took place.

The financial report must be accompanied by a grant balance statement provided by the host institute's administration/finance office.

If bridging funds were requested, a separate financial report must also be submitted.

After the four years of membership, Global Investigators keep any remaining funds for an additional year, during which they continue to benefit from participating in and organizing networking activities. Once the grant is fully spent, a final financial report must be sent to the Global Activities Office.

Please note that for grant transfers, shared transfer fees (SHA) apply, i.e. EMBO covers the bank's outgoing transfer charge and beneficiaries are responsible for covering the charges of the recipient bank.

4) 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 events, 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. Travel-related credit card fees can be reimbursed. 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 organization 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.

5) Article Processing Charges Claim Form

This form is used for publishing expenses. These costs do not require a final report and are covered separately from 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 via the online GIN Activity Request Form.

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 organization we are regularly audited and may need to provide the originals

6) Bridging Funds Application Form

This form is used to request exceptional support to cover postdoc salaries (and Master students as an exception) in critical transition periods, i.e. when funding runs out, but projects are not yet completed.

Please use this form to apply for this support and provide a short explanation of the current funding situation and why this extension necessary.

A financial report and a brief scientific report must be submitted by the 31st of January of the following year (see 3).

7) Global Investigator Lecture Grant Application Form

This form is used by international meeting organizers who wish to invite eligible 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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