



## Travel and relocation allowance for new awardees of an EMBO Postdoctoral Fellowship, December 2022

The EMBO Postdoctoral Fellowship provides support for the travel and relocation costs of eligible fellows and their families. This document explains the principles, rules, and eligibility criteria for the travel and relocation support. The rates are regularly reviewed and updated.

1. Fellows eligible for the travel and relocation support will receive this as a lump sum, ideally before the start date of their fellowship, paid to their personal bank account. The amounts allocated to the travel and relocation allowance are specified in tables 1 and 2 below. The total sum of the travel and relocation allowance will be indicated in the fellow's "Award letter" which new awardees will receive in mid-December 2022.
2. Travel costs are based on a tiered system via an approximate distance travelled from the fellow's country at the time of application to the country in which the fellow's hosting laboratory resides, as indicated in the table below.

Tier	Maximum approximate distance	Allowance (in euros)
1	1300 km	150
2	4100 km	300
3	7500 km	450
4	>7500 km	600

**Table 1:** Travel costs indicated by a tiered system based on approximate maximum distance travelled.

3. Relocation allowance is based upon the country in which the fellow's host laboratory resides and is intended to cover the essential moving and initial accommodation costs upon entry into the fellow's hosting country. The allowance is shown in euros in the table below.

<b>Destination country</b>	<b>Relocation allowance (euros)</b>
Australia	1500
Canada	1395
Chile	1020
Japan	1725
India	1020
Singapore	1425
USA	1425

**Table 2:** Relocation costs based the country in which the fellow's host laboratory resides.

4. Fellows are deemed eligible for travel and relocation support if they have not yet started working at the host institute. Fellows are also eligible if they have been working at the host institute for six months or less when their fellowship starts in 2023. Fellows who were already working at the receiving institute at the time when the application was submitted are not eligible.
5. If fellows have received travel and/or relocation support from the host institute or any third party, the fellow agrees to inform the EMBO Fellowship Office and the sum is deducted from the fellow's allowance.
6. The travel and relocation allowance is paid to support overall essential travel and subsistence costs of the fellow relocating to their hosting country. All logistics and bookings are managed by the fellow. The EMBO office will not arrange travel, relocation, work permits, visas etc., for the fellow.
7. Fellows are not required to provide receipts, flight tickets, children's birth certificates etc. to receive the travel and relocation allowance. However, EMBO reserves the right to request receipts and other documentation that serve as proof of travel/relocation costs. New awardees will be asked to sign a declaration indicating this is understood in their "new awardee acceptance letter".
8. EMBO will pay for the travel cost of the fellow's legal partner and the fellow's children up to a maximum of 2000 euros (or equivalent local currency) per family. Fellows' children between the ages of 2 and 18 at the time of travel are eligible for travel support. Children above the age of 16 must be receiving school education.
9. If the fellowship is terminated within the 6 months of the start of the award, the entire travel and relocation allowance is to be returned to EMBO within one month of the termination date.
10. If the fellowship is terminated within the 7th month and up to 12 months of the start of the award, half of the travel and relocation allowance is to be returned to EMBO within one month of the termination date.