

Application guidelines

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Application deadlines 2023:

Application deadline for Installation Grants: 15 February 2023, 12:00 CET

Referee submission of reference letters: 15 February 2023, 12:00 CET

Host supervisor online form submission deadline: 15 February 2023, 12:00 CET

Host institute confirmation form deadline: 15 February 2023, 12:00 CET

Special Fellowships participating countries:

Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Lithuania, Luxembourg, Poland, Slovenia, and Turkey

EMBO subject areas:

Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

Contact: yip@embo.org

EMBO Solidarity Grants Committee 2023:

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2023 Detlef Weigel (DE)

1. EMBO Solidarity Grants application guidelines

1.1. General information about the Grants

The purpose of this grant is to support life scientists who were displaced by recent armed conflicts, e.g. after the 24th of February 2022 by the Russian war on Ukraine, and provide funds for them to

- to start/continue/finish their PhD work¹;
- for post-doctoral² work;
- for extended research stays by scientists at the professorial/group leader³ levels.

1.1.1. Grant duration and coverage

The grants are awarded for one year, a further year of extension may be possible, depending on the availability of funds.

The grant is solely intended to cover the cost of living in the host country. The EMBO Solidarity Grant does not cover bench fees, overheads, funds for consumables or any other financial benefits to the host supervisor or the hosting institute. The stipend rate depends on the country being visited and the entry level. Grants might be subject to taxation.

EMBO cannot advise on national tax regulations, and we recommend fellows to contact the relevant authorities in the host country.

Child and childcare allowance

For children under the age of six, fellows can claim support for incurred childcare costs up to the amount of 2,500 euros per grant year and per child.

EMBO Solidarity Grantees are entitled to receive an additional allowance for dependent children under the age of 18. The value of the allowance depends on the country being visited.

1.1.2. Grant starting date

In case of a successful application:

- If the Grantee is already working in the host laboratory, the starting date of the Grant is automatically set to the 1st of the next month following the selection.

¹ Equivalent of the UA candidate's dissertation.

² Equivalent of the UA doctoral dissertation.

³ Equivalent of the UA scientific positions of dozent, senior researcher, professor.

- If the Grantee has not yet started working at the Host Institution, the Grantee is expected to start their Grant no later than 1 month following the selection.

Application for an EMBO Solidarity Grant is via an online application process as described below. Please check the eligibility criteria before applying. Should you have questions regarding eligibility or application, please contact yip@embo.org.

2. Eligibility

Applications are accepted from candidates who meet the following criteria.

- Applications are accepted from life scientists displaced by armed conflict, e.g. by the Russian war on Ukraine, who are:
 - Nationals of the country where the armed conflict takes place, e.g. Ukrainian nationals with Ukrainian national passports/ID cards.
 - Non-nationals of that country, e.g. Non-Ukrainian nationals or stateless persons with a permanent residence permit in Ukraine (or the country with armed conflict) who cannot safely and permanently return to their home country.
 - Non-nationals of that country, e.g. Non-Ukrainian nationals (or the country with armed conflict) with temporary legal residency in Ukraine who cannot safely and permanently return to their home country. The stay in Ukraine (or the country with armed conflict) must not have been merely temporary and short-term (vacation or short touristic visit).
- Applications are accepted from life scientists:
 - to start/continue/finish their PhD work;
 - for post-doctoral work;
 - for extended research stays by scientists at the professorial/group leader level.
- Applicants must be registered at a University in the country with armed conflict, e.g. a Ukrainian university or research institute and must have proof of refugee status.
- Applicants who are already working in the host laboratory must have started working there after the war started.
- Applicants must have the agreement from an appropriate laboratory located in Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Lithuania, Luxembourg, Poland, Slovenia, and Turkey, to host them.
- Applicants must be doing research in one of the EMBO subject areas.
- Medical scientists or other scientists working in fields related to general EMBO subject areas are eligible to apply.

3. Application process

The application includes:

- an online form available via the online application system;
- an offline Word form to be filled out converted to a PDF document and uploaded via the EMBO online application system;
- 1 or 2 reference letters (depending on the applicants' career level), uploaded by the referees directly via a special link;
- host laboratory form, to be uploaded by the host institute via a special link;
- host institute confirmation form to be downloaded as a Word document, filled out and signed by the head of the institute and sent by email to yip@embo.org.

All of these must be completed before the deadline (15 February). Please refer to the application guidelines below before starting your application.

3.1. Timeline 2023

Application system opens	5 January, 2023, 12:00 CET
Deadline for applications	15 February 2023, 12:00 CET
Results announced	Mid-late April 2023

3.2. Application procedure

Applications for EMBO Solidarity Grants are accepted via the EMBO online application system. All incoming applications are screened by the EMBO YIP Office to ensure eligibility requirements are met.

The EMBO Solidarity Grants committee ranks all applicants and makes the final decisions on the award.

All applicants will be informed of the outcome of their application by email in April.

3.3. Application forms

SCIENTIST ONLINE FORM

In the scientist online application form, you will be asked to provide:

- CV
 - Name
 - Your ORCID ID (if you do not have one, please register at <https://orcid.org/register>)
 - Your current work address (institute/university you are currently affiliated with)

- Date of birth, nationality
- Education (Bachelor/Masters degree or diploma, PhD)
- Academic career
- Prizes and honours received
- List of publications (- if applicable)
- Synopsis of past work:
 - Research experience
 - PhD students and postdocs – i.e. Bachelor/Diploma/Master/PhD projects
 - Group leader and professors – please provide a description of the research done in your group
- Outline of the planned research project
 - Project title
 - Research summary (250 words)
 - Keywords (5)
 - EMBO Subject areas 1 and 2
 - Proposed start date (or actual start date) in the host institute
 - 2-page description of the planned research
- One letter of reference for PhD student applications and two letters of reference for a postdoc/group leader/professor application (to be submitted via the online application form). This can be from the current or former supervisor, or a collaborator (for postdocs and group leaders/professors).
- Information about the host lab
 - Supervisor name and institute address
 - 5 recent publications from the supervisor
 - Link to website and/or summary of research projects in the lab
 - Short description of the institute
 - Contact details of the person who will complete the host institute application form on behalf of the host institute.
- Confirmation by the host lab and institute to host the applicant and manage the grant (signed version to be submitted via a separate form to yip@embo.org).
- A PDF version of the completed Word offline form. **Please follow the guidelines below.**
- A copy of your passport OR a copy of your permanent OR temporary residence permits. Confirmation of your affiliation with the research institute/university.
- Copy of your refugee status.

Please do not forget to click “Form complete” to submit your application. Please note that you will not be able to make any changes to the form after submission.

REFERENCE LETTERS

Reference(s) from one scientist (preferably a former supervisor) is part of your application and must also be completed by the application submission deadline (15 February, 12:00 CET). The referee can be listed and activated before the rest of the application is completed. Once your referee is “activated”, the system will automatically contact this scientist, asking him/her to provide their letter of reference via the online system.

Please confirm with potential referees prior to entering them into the form. However, if you do need to change a referee, please email the YIP office (yip@embo.org) right away. We will re-activate the referee form and you will be able to enter new referee information and email.

Please inform your referee that there will be no option for document upload in the online system or sending via email. The reference letter should be completed via the online system, no PDF/Word files sent by email to the YIP office will be accepted. All referees should follow the steps explained in the form and paste their letter text in the provided field.

If your referee has not received an email with a link, please ask them to check their spam folder. If they do not see the email, please email yip@embo.org and we will re-send the email containing the link.

We strongly recommend that you complete/activate your referee details at least 2 weeks before the deadline to allow referees enough time to submit their letters.

Please note:

- Applications without a reference letter are considered “incomplete” and will not pass to the next stage.
- You *cannot* submit a reference letter on behalf of your referee or receive access to the referee form to fill it out.
- Emailed PDF and Word reference letters are not accepted.

Reference submission status

It is your responsibility to check that your referee has received the request and completed the form. Please follow up with your referee to ensure that the reference letter is submitted on time.

Reference status is listed under the link to the application form on the EMBO application system, HOME tab. If a referee has not received the reference request, please contact the EMBO YIP office (yip@embo.org), so that the request can be re-sent.

SCIENTIST OFFLINE FORM

Please download the offline scientist application from our website and fill it out following the guidelines below.

- The form should be completed in Helvetica or Arial font, size 10.
- The margins should not be altered.
- The form should be saved in PDF format for upload via the EMBO online application system.

Please be reminded that highlighting, table view or any other formatting is not acceptable. Also, please do not include impact factors for your publications.

Curriculum vitae

- Provide your professional experience and education in reverse chronological order i.e. with the most recent information first.
- Please include the month and year for the start/end dates. These should correspond to the dates entered in the scientific CV section in the online form.
- The ‘Other relevant information’ section should include only relevant CV information.

You can use this field:

- to provide information on any gaps in your CV;

- to list your involvement in scientific community work (mentorship, scientific outreach, any other engagements);
- to list any recent awards.

Please keep it short.

Also, if you have discussed and received approval for any special eligibility extension with the EMBO YIP office, please briefly summarize them in this section.

Publication list

- Publications should be listed in a compact format, such as that used in The EMBO Journal.
- Please emphasize **your name** in bold.
 - Example: **Thiru A**, Nietlispach D, Mott HR, Okuwaki M, Lyon D, Nielsen PR, Hirshberg M, Verreault A, Murzina NV, Laue ED. Structural basis of HP1/PXVXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. (2004) 23: 489-499
- Please sort your publications into the categories shown by the headings, listing:
 - Published or in-press primary research articles from different career stages in the “Primary research publications” sections.
 - Manuscripts of the research publications that are submitted to peer-reviewed journals in the “In submission” section.
 - Reviews, conference proceedings, poster session contributions, book chapters etc. in “Other publications”.
- EMBO is a signatory of DORA and does not use journal-based metrics such as impact factors during the assessment process. **Please do NOT include these in your publication list.**
- EMBO will consider papers published on preprint servers (arXiv, BioRxiv, PeerJ., etc.)

Synopsis of recent work

Please describe the research carried out during your Bachelor/Masters/Diploma, PhD and/or postdoctoral research (max 1 page). If applying as a group leader, please briefly describe your current research in your group (also limited to a total of 1 page).

Research

Describe the research project(s) you plan to carry out in the host laboratory (2 pages maximum, excluding bibliography). Any figures are included within the page count. Figures can be inserted using copy/paste or by dragging a jpg/png file into the text (the “insert” menu is not available in protected forms).

Please also describe how the research institute and your host lab will be able to support your research (1/2-page max). This is not included in the above page count.

Project duration

In case of a successful application, the funds are available for a one-year period, with a possible further year of extension, depending on funds being available. Therefore, designing the project within a time frame of 1 year would be a good starting point. However, the committee does not expect the project to be completely wrapped-up within the granting period.

We recommend you keep a copy of the final version of your application form for your records.

SUPERVISOR ONLINE APPLICATION FORM

The applicant should coordinate their application with that of the supervisor; both forms must be submitted by the deadline (15 February). The applicant's online form asks for details of the contact person at the host institute. Ideally, the contact person should be the person with whom the position was or is being negotiated. The contact person at the institute can be another person than the supervisor.

As soon as the applicant activates these details in their online application, a personalized link to the online supervisor form will be sent by email to the supervisor. Please list and activate as soon as possible to allow sufficient time for the supervisor to complete the form. Your application form will remain open for you to edit after the activation.

In the online form, the contact person is asked to describe:

- the offer made to the applicant, including the duration of the project and potential career prospects for the applicant at the institute (if applicable).
- the institute infrastructure, including a listing of the equipment and colleagues relevant to the applicant's area of research and the planned project.

INSTITUTE CONFIRMATION FORM

A one-page institute confirmation form should be filled out and signed by the institute contact person. This form must be signed by the head of the institute and returned by email to the EMBO YIP office by the deadline (15 February).

4. Selection

The selection of EMBO Solidarity Grants is made by the EMBO Solidarity Grants committee.

Application, reference letters and the supervisor's offer are taken into account during the selection. The committee uses the selection criteria described below to compare the applications.

4.1. Selection criteria

Applicants should bear in mind that the application from the supervisor is very important: The supervisor must offer good support and provide an environment where the candidate can thrive.

EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA) and as such does not use publication metrics such as the Journal Impact Factor during the assessment process (see <https://sfdora.org> for further details). Applicants are asked NOT to include publication-based metrics in their publication list.

All applications are evaluated by the Solidarity Grants Committee based on:

- Previous scientific achievements of the applicant.
- Quality of the proposed research project.
- Suitability of the host laboratory/institute for the proposed research and training of the applicant.

4.2. Selection process

After the deadline on 15 February 2023 the office checks for eligibility and completeness of the application. Each eligible application is sent to 2 – 3 committee members for evaluation and scoring. The EMBO YIP office collects all scores and provides a rank for each candidate. The top-ranked applications will be discussed at the committee meeting at the end of March. Applicants will be informed about the outcome of their application by mid-April.

4.3. Feedback

No feedback will be given following the pre-selection stage due to the high number of applications each committee member has to review. However, feedback can be requested via the EMBO Office.

Please do not contact the committee members directly. Contacting committee members for application advice/feedback can be interpreted as attempting to influence selection results and will disqualify your application.

5. Research integrity

EMBO expects responsible conduct of research from its awardees. All the research activities carried out shall be in compliance with fundamental ethical and research integrity principles. In line with our commitment to these initiatives, we require all EMBO Special Fellows to complete an online course on research integrity.

6. Final report

At the end of the grant, Grantees will be asked to provide EMBO with a report of their activity at the host institute. The report should be sent to yip@embo.org.

The final report must be submitted to the EMBO YIP office within three months after the end of the grant. The report should be about two pages (maximum 5 pages, including figures) and should summarise the results as well as possible plans for further work to be undertaken. It may include diagrams, charts or illustrations. There is no formal form for the reporting.

Upon receipt of the final report, the EMBO YIP Office will send a certificate stating the start date and duration of the Solidarity Grants, the place where it was held, the EMBO Solidarity Grants number and the title of the project developed.

7. Frequently Asked Questions

General eligibility

Q: What is the difference between the supervisor and the institute contact person?

A: A supervisor is a group leader/principal investigator, with whom you are submitting your application. This person is responsible for hosting you in their lab and providing space and materials for doing research. An institute contact person is usually an administrator, for example, a secretary to the institute head, or a contact person from the HR department. She/he should provide a confirmation letter from the institute, signed by the institute head (please download from our website), confirming your stay at the institute.

Q: My supervisor is the head of the institute, how should I submit these forms?

A: Please ask your supervisor to sign the institute confirmation form for you. This still has to be submitted in addition to the project proposal.

Q: The institute country I have an offer from is not on the list of participating countries. Can I still apply?

A: No. Only candidates with a host lab at an institute or university in one of the participating countries (currently Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Lithuania, Luxembourg, Poland, Slovenia, and Turkey) are eligible to apply.

Q: I am at the end of an internship that started prior to the war, e.g the Russian war on Ukraine and now I do not have a home to return to, can I still apply?

A: Yes, provided you are a Ukrainian national or someone with refugee status from a country with a current armed conflict, your internship duration was less than 6 months, and you have refugee status. Also, your grant host country must be on the list of eligible countries (currently Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Lithuania, Luxembourg, Poland, Slovenia, and Turkey).

Example: You are currently doing an internship in Germany and cannot return home. If you have an offer from an institute in Germany – you are not eligible to apply, as Germany is not on the list of eligible countries. However, if you found a host institute in Poland – you are eligible to apply.

Q: Can someone currently working in an institute within a participating country apply to the scheme while negotiating a position in a new institute in the same country?

A: Yes, if you fulfil the eligibility criteria.

Q: Can someone currently working in an institute within a participating country apply to the scheme while negotiating a position in a new institute in a different country?

A: Yes, as long as the new country is on the list of participating countries, and you have refugee status.

Q: Do I need to be enrolled at the university in the country of the host institute (for PhD students).

A: No, it is not necessary to be enrolled in the university of the host country, if you are still enrolled in your university in your home country. However, if you would like to defend your PhD in the host country you will have to do so.

Q: Do I need to have a working permit to apply?

A: Please discuss this with the authorities of the host institute country. You will have to have a legal basis (refugee status) for staying in the country and most likely a working permit to work in the lab/be enrolled at the local university to receive your PhD.

Q: Does the applicant have to be an employee of the university or institute at the time of application?

A: No, it is sufficient that you are negotiating a position.

Q: I am currently at a MSc/BSc level, can I apply to finish my MSc/BSc thesis?

A: No, the Solidarity Grant Scheme only supports life scientists starting from the PhD level.

Age limit

Q: Is there an age limit to apply for the EMBO Special Fellowships?

A: No, there is no age limit.

Online application form

Q: For my PhD research I was supervised by two PIs. How can I best add those to the online form?

A: Please write it in one line separated with a comma and please briefly explain the situation in your Word document (pre-application form) under the field "Other".

Q: I need to provide a web address in the applicant's details section, should this be an Institute website or my PI's group website?

A: The group website would be best, but if there is none, please provide a link to the department. Links to your professional profile, such as LinkedIn, ResearchGate, etc., are also acceptable.

Q: Concerning the "previous fellowships" part of the form:

- do e.g. travel grants to attend meetings/workshops count?

A: Yes, these can be included.

- do other grants/awards (but not fellowships) count?

A: Yes, these can be included.

Q: When will I receive a confirmation that my application has been received and is in order?

A: Within a week after the 15 February deadline you will receive an email to confirm that your application has been received and is complete. If there are questions, or any information missing, you will be requested to submit it ASAP.

Q: Can I add some information to the application AFTER I clicked "form complete"?

A: No, no changes can be made to the form after clicking this button. Please take care that all information provided is complete and accurate before finalizing your submission.

Q: I have finished the online form, uploaded my PDF and my referees have submitted their letters. However, the system status of my application is still "Submission open". Could you please confirm that my pre-application is complete?

A.: Please first check that you have clicked the "form complete" button in the online form, if you did but the status has not changed yet, please send an email to yip@embo.org.

Publication record

Q: My most important publication has been recently accepted for publication and I'd like it to be considered. It is, however, very unlikely it will appear online before the deadline. Would it be acceptable to send you the manuscript with the acceptance letter from the editor attached?

A: Yes. Please send the acceptance letter from the editor together with the manuscript to the YIP office (yip@embo.org.).

Reference letters

Q: By when should the reference letters be submitted?

A: The deadline for referees to submit the reference letters is 15 February 2023 at 12:00 CET.

Q: Can I submit only 1 reference letter if I am applying as a postdoc/group leader?

A: Applications with less than 2 reference letters are considered “incomplete” and will not pass to the next stage of the application process. Submitting 1 reference letter is only acceptable for applicants at the PhD level.

Q: Can I change my referee if the one I previously approached cannot make it?

A: Please confirm with potential referees before entering them in the form, however, if you do need to change a referee, please email the YIP office (yip@embo.org) right away. We will re-activate the referee form for you, and you will be able to enter new referee information and email.

Q: Can I submit a reference letter on behalf of my referee?

A: No, the reference letter must come from the referee listed in your form.

Q: My referee said they did not receive an email with a link to the online form. What should I do?

A: First ask your referee to check their spam folder. If they do not see the email, please email yip@embo.org and we will re-send the email containing the link.

Q: My referee did not find an upload button for the letter; can I send the file to you by email?

A: There is no option to upload documents in the referee portal. Referees should copy and paste the letter into the field and click “form complete” to submit the form. Reference letters sent by email are not accepted.

Q: My referee made a mistake and accidentally submitted an empty form because they thought they would be able to attach a document. Can you re-open their online form?

A: Yes, we will reactivate their form and re-send them an email containing the link. Please let your referees know that they will have to copy-paste the letter in the online form field, and not to attach a document, as there is no option of doing so. Please have them email yip@embo.org if they encounter any difficulties.

Q: Can I submit my application prior to the submission of all reference letters, as one of my referees has not submitted their letter yet?

A: Yes, you may submit your application without all the references being completed. Their submission is independent of your application; however, all should arrive by the 15 February deadline.

Q: How can I check that the reference letters have been submitted?

A: Reference status is listed under the link to the application form on the EMBO application system.