

**EMBO Young Investigators
and
Installation Grants**



Programme guide

Version 14.0 – October 2, 2025

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1 About

Established in 2000, the EMBO Young Investigator Programme was the first initiative in Europe that recognised the specific needs of junior group leaders setting up their first independent laboratories, and it developed activities to help this group of scientists.

The programme aims to:

- highlight some of the best young group leaders in Europe;
- create a mutual support network among the next generation of scientific leaders in Europe;
- help Young Investigators realise their potential as world-class researchers.

The programme selects around 20 EMBO Young Investigators (YIPs) annually and provides support and networking opportunities during a critical stage of their career.

EMBO Installation Grants were set up in 2006 to encourage talented researchers to set up their independent laboratories in participating member states (currently Croatia, the Czech Republic, Estonia, Greece, Hungary, Lithuania, Montenegro, Poland, Portugal and Türkiye). Installation Grantees (IGs) also become part of the Young Investigator Programme (YIP) and are eligible for most benefits of the programme.

1.1 Programme Membership

The duration of membership in the programme is:

- EMBO Young Investigators have the full benefit of all activities for 4 years.
- initially three years for Installation Grantees (IGs), with the possibility of a two-year extension following a review in the third year of the grant (see page 29).

For female programme members, a one-year extension per child born during their programme membership (please let us know) is granted, i.e. extension of benefits such as networking and support of your lab. Please contact the EMBO YIN Office if you qualify, so that this can be noted on your record. For IGs, this means an extension of YI Network benefits and longer to spend the grant funding, but no extra grant payments.

Programme alumni remain part of the EMBO Young Investigator Network, which is made up of current and former programme members. Some activities can be used forever, such as attending EMBO Lab Leadership Training, coverage of participation in YIN meetings or sectoral meetings, sending PhD students to the YIN PhD course or the Lindau Nobel Laureate meeting, joint group meetings, institute visits or student exchanges if one current programme member is involved, job advertisement, child care funds and participation in the YIN Retreat.

IGs who move away from their host member state and YIPs who move their labs to a country that is not an EMBC Member State, EMBC Associate Member State or cooperating country during the normal membership period forfeit their membership and become former programme members. Travel costs will not be covered for former members who have moved to a country that is not associated with the EMBC. Programme membership may be terminated in confirmed cases of scientific misconduct.

1.2 Research integrity training

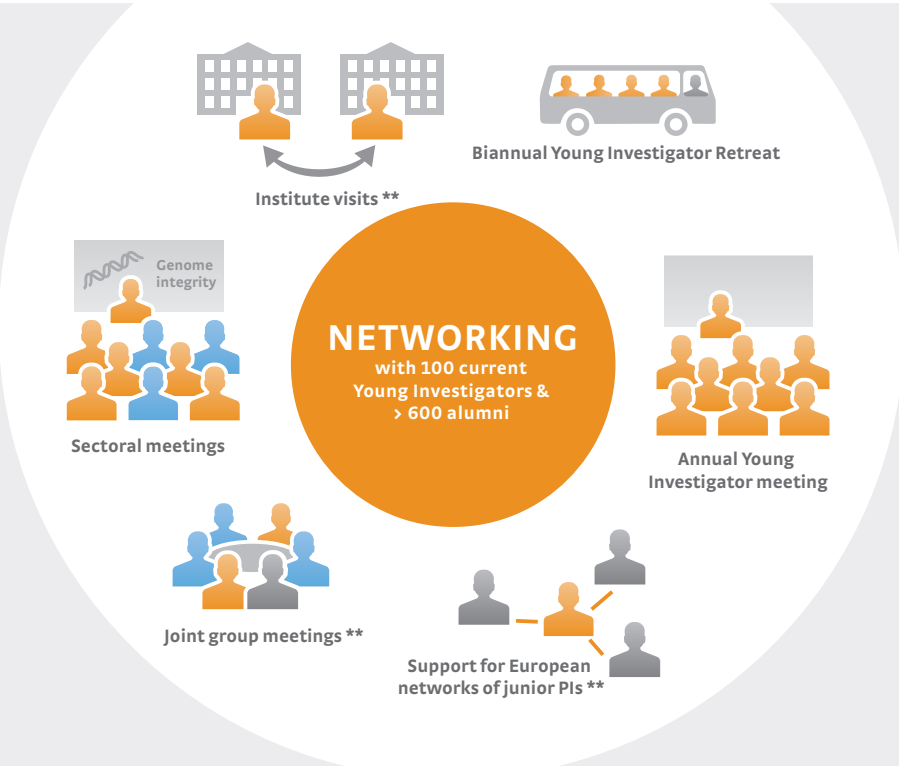
Adherence to the principles of responsible conduct of research (also called research integrity) is the foundation of all good scientific research. EMBO requires that its awardees are trained in these principles and offers to its Members, Young Investigators and Fellows an online course from Epigeum. This course was developed by a consortium of 22 research institutions, including EMBO, and is free of charge for our members.

You are expected to take the course (this may be substituted for by any other training available or required by your research institute or funder) **by the end of your first six months of membership in the programme**. You will be issued a certificate upon completion of the course. We also offer free access for the members of your laboratory, and we strongly recommend that you encourage them to take this course as well.

All the payments for the programme benefits will be put on hold until you have completed the course.

1.3 How to request benefits and ask for reimbursement

1. Please remember, funding for any given activity must be applied for using the correct form at least 2 weeks in advance of the activity! Please ensure that you have received a confirmation email from the EMBO YIN Office before making any purchases. We have received several requests after events had taken place, which we could not support. The list of online forms to submit the activity request is available **here**.
2. How to ask for the reimbursement: You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. Please sign the form (physically or e-sign). Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.
3. We ask that you please submit all reimbursement claims within one month of completion of the approved activity.
4. Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
5. Please note that EMBO cannot make payments to non-YIP/non-IG. In case there is a need to pay third parties, we would kindly ask network members to cover expenses from their other sources and receive reimbursement from the EMBO YIN Office.
6. If you have been approved to receive EMBO funding for an event that has been postponed, please let us know and inform us of the new event dates (if possible), so that we can update the activity in our records. You will not be required to submit a new request for the rescheduled event.
7. To reduce the carbon footprint of meetings, the EMBO YIN Office strongly encourages you to choose train travel over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed.



	Programme member		Lab member		Other scientist
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* Don't forget to inform us of your news, so we can pass this on
** Applications for funding must be sent in advance

3 Programme Meetings

3.1 Annual EMBO Young Investigator Meeting and Biennial YIN Retreat

Aims of the Annual meeting: opportunity for Young Investigators and Installation Grantees to get to know each other and to learn more/give feedback about the Young Investigator Network. *Aims of the YIN Retreat:* training week for the Young Investigators and Installation Grantees on lab leadership skills.

For: All programme members (current and former) are invited to participate, along with EMBL group leaders. Programme members are encouraged to attend each meeting during their tenure as current Young Investigators/Installation Grantees.

Location: Annual meetings take place at a programme member's institute (location chosen via a vote of programme members) and every third year at EMBL Heidelberg. YIN Retreat takes place outside Heidelberg.

Format: Annual meeting: Short talks from participants, discussion sessions on EMBO and optional training workshops, and lots of time for informal interactions. YIN Retreat: 1 or 2-day training, from 09:00 - 17:00.

Funding limits and eligible costs

Costs covered:	Travel costs: 500 EUR in Europe, 1200 EUR outside Europe. To decrease the CO2 footprint of meetings, the EMBO YIN Office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. For the YIN Retreat, all trainers' fees are also covered by EMBO.
Not covered:	Accommodation and meals during the conference are provided and covered on top of the travel costs. Additional meals.

Procedure

Registration:	Normally opens in February; details sent by email/ YIN eNewsletter. No need to submit a Networking request to participate in this activity.
Travel reimbursement:	As an attendee, you will receive a spreadsheet form containing pre-populated key data about the event. - Please add your expenses, bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you must keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.

3.2 Sectoral meetings

Aim: Support collaboration between programme members working on similar topics and foster discussions and exchange of ideas and data.

Format: Self-organising, i.e. groups of programme members get together to organise themselves. The format of each meeting is decided by the organisers but is generally informal. Groups with overlapping topics can hold back-to-back meetings.

For: All current and former programme members. Some groups allow lab members to accompany attending PIs. Please note that only senior lab members may participate in sectoral meetings. The EMBO YIN Office covers only limited costs for lab members and reserves the right

to limit the number of participants to keep costs reasonable and ensure the high quality of the meetings; organisers can choose to select only a subset of participants as speakers. See page 11 for the regulations on external participants (non-YIPs/non-IGs).

Joining a group: Active groups are listed in the regular newsletters sent by email from the programme office to YIPs, along with the details of upcoming meetings. Please contact the organiser if you are interested in attending one of the listed meetings.

3.2.1 Attendees

Funding: The EMBO YIN Office provides funds to cover local costs, including hotel expenses for attendees. Additionally, travel support is available for attending programme members. Please see page 10 for limits and reimbursement procedures.

To decrease the CO2 footprint of meetings, the EMBO YIN Office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023. Travel costs are not covered by the participating lab members. It is also not allowed for the lab member to attend instead of the PI. No cost reimbursement will be done in this case for the organisers.

New topics: If you are interested in organising a new sectoral meeting, please send a proposal to the EMBO YIN Office. We will then contact all programme members for expressions of interest.

Questions on/suggestions for individual groups? Please contact the EMBO YIN Office.

Cancellation policy for Sectoral Meeting attendees

The budget for the sectoral meeting depends on the number of participants (i.e. 500 EUR per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

Funding limits and eligible costs – programme member travel

Amount:	EMBC: up to 350 EUR of attending PIs' travel costs.
	Associated Member States: up to 1000 EUR.
Not covered:	Travel support for lab members; additional meals.

Procedure – programme member travel

For reimbursement:	As an attendee, you will receive a spreadsheet form containing pre-populated key data about the event. - Please add your expenses, bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.
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- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.

3.2.2 Sectoral meeting organisers

- The location, date and meeting format should be decided in consultation with participants. Normally, the next host/location is decided at the meeting, and the date is decided via a doodle poll. Please let the EMBO YIN Office know once these have been set.
- Please inform us of the intended format and expected costs so we can approve these.
- On request, the meeting can be held at EMBL in Heidelberg. The EMBO YIN Office can help you reserve a hotel and book seminar rooms here.
- We recommend sending at least one invitation to all YIPs and IGs, and you may also invite (specific) EMBL group leaders and EMBO Press editors, should you wish. Simply send the invitation text to yip@embo.org for forwarding to the mailing list. You may also want to invite specific programme members directly.

- Please see the table on page 11 for budget, standard payment mechanisms and required reporting. If the standard payment mechanism is not suitable, please discuss it with the EMBO YIN Office well in advance of the meeting.
- Inform your participants of the travel reimbursement limitations and procedures, by referring them to the **Travel Guidelines**.

Funding limits and eligible costs – local costs

Budget for local costs:	500 EUR per YIP/IG/EMBL group leader attending without group member 300 EUR for lab members (max 1 lab member per PI) or an external PI, please keep the number of external guests low (one, max two).
Can be used for:	Hotel (costs must be reasonable), local travel, catering/dinners.
Payment mechanism:	All funds are transferred after the meeting.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Travel reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

Participation of non-network members in sectoral meetings

1. Sectoral meeting organisers may invite external guests (non-YIP/IG/GIN PIs) to contribute to the meeting (maximum of one-third of the total participants). EMBO will support organisers with 300 EUR per attending guest, but the travel costs of external participants will not be covered.
2. It is not encouraged that a lab member participate in place of a YIP-PI, but it might be accepted under special circumstances. YIP/IG who would like to send her/his senior lab member to attend the sectoral meeting instead of her/him will have to convince the organisers that this benefits the whole group. The final decision is with the meeting organisers. EMBO will support organisers with 300 EUR in this case as well; however, the travel costs of a lab member will not be covered.

3.3 Institute visits

For:

- Visits between programme members, e.g. to give a seminar, to plan a collaboration; this includes former programme members if one current programme member is involved
- Visits of YIP/IGs to collaborator laboratories (within and outside the network).

Can also be used by current programme members:

- to send a postdoc for a (practice) interview with another YI/IG.

Funding limits and eligible costs

Max. amount:	EMBC: up to 500 EUR per trip. Associated Member States: up to 1000 EUR per trip.
Can be used for:	Travel/accommodation.
Not covered:	Meals and visits of other non-network PIs to programme members.
Also refer to:	Travel Guidelines (see page 34).

Procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Travel reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.

3.4 Local PhD course support

For: **Current** programme members organising a **local PhD course** who wish to invite a current or former programme member to give a lecture/teaching support.

Funding limits and eligible costs

Max. amount:	Up to 500 EUR for support of a speaker plus 1 YIP lecture.
Can be used for:	Travel/accommodation/catering.
Also refer to:	Travel Guidelines (see page 34).

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Travel reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.

3.5 Joint group meetings

For: **Current** programme members (YIP/IG) can ask for funds to support a joint lab meeting with any research group. The support is not restricted to collaborations with programme member groups. Max allowance is 1000 EUR per group, with a total of max 3000 EUR available for each joint group meeting. This can be spent to accommodate more than 3 groups if needed. To be eligible for this support, at least one current programme member group should be involved in this activity.

Example 1: if three groups are participating in the joint meeting: 1 current YIP/IG, 1 former YIP/IG and 1 non-YIP/IG group, each group can apply for up to 1000 EUR to cover their expenses (travel, accommodation, catering) with a max of 3000 EUR allowance for this activity.

Example 2: if four groups are participating in the joint meeting: 1 current YIP/IG, 2 former YIP/IG and 1 non-YIP/IG group, one can apply for up to 3000 EUR to cover expenses (travel, accommodation, catering) of these 4 groups.

Example 3: if two groups are participating in the joint meeting: 1 current YIP/IG and 1 non-YIP/IG group, each group can apply for up to 1000 EUR to cover their expenses (travel, accommodation, catering) with a max of 2000 EUR allowance for this activity.

Funding limits and eligible costs

Max. amount:	1000 EUR per group max of 3000 EUR per joint meeting.
Eligible expenses:	Venue, accommodation, travel, and catering.
Inviting non-YIP/IG groups:	In case you would like to invite a non-YIP/IG group to participate in your meeting, please take care of all the costs, as we won't be able to do payments to the third parties (non-YIP/IGs in this case). We will reimburse you for the expenses for the non-YIP/IG group.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Travel reimbursement:	<p>You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event.</p> <ul style="list-style-type: none"> - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.
	<ul style="list-style-type: none"> - If one programme member covers all costs, only one form is needed. - If each group covered different costs, each group should submit a separate claim, with relevant receipts. The total claimed may exceed the total budget, and only the agreed amount will be reimbursed.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

3.6 Support of pan-European networks of junior PIs

The EMBO YI Network can support other European networks of young group leaders that need financial support and involve at least one current EMBO Young Investigator or Installation Grantee. Funding is provided and used for annual meetings, website support, etc. Networks that already receive EU funding are not eligible for this support.

Application procedure

Apply in advance:	If you are a member of a similar network that needs support, please contact the EMBO YIN Office to discuss how we can help. An online Networking Activity Requests form should be used to request payment of any funding agreed upon.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

4 Supporting your lab

4.1 Meeting participation grants

For: **Current** YIPs, IGs, or their group members attending scientific conferences or courses.

Eligible are: Any meetings, workshops and conferences, including EMBO Courses and Workshops, EMBO | EMBL Symposia.

Funding limits and eligible costs

Annual max:	2500 EUR per YIP or IG lab per year.
Can be used for:	Registration, travel and accommodation for the participant(s).
Not covered:	Meals, poster printing.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office. If part of the travel was covered by your institution (usually accommodation and airfare) and part from your account (local transportation, registration fees), it is possible to reimburse to two different accounts. Please fill out two forms for each account's details.

Installation Grantees who are invited as speakers at international meetings can apply for meeting participation grants in addition to their labs' 2500 EUR/year limit. These are subject to stricter vetting similar to YIP lectures. The same limits apply as for the YIP Lecture.

- Please submit your claim using the **General reimbursement form** within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.

4.2 Lab retreat

For: **Current programme members** who want to organise a lab retreat. This support can be requested **twice** (as of August 2025) during active membership in the programme.

Funding limits and eligible costs

Max. amount:	Up to 200 EUR per participating lab member.
Eligible expenses:	Travel, accommodation, catering, venue, team building activities, training.

To decrease the CO2 footprint of meetings, the EMBO YIN Office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

4.3 Lab visit funds

For: **Current** IGs/YIPs or their lab members can attend another (YIP or non-YIP) lab to carry out experiments/learn a technique. Can also be used for visits to EMBL core facilities (see above).

Funding limits and eligible costs

Max. amount:	EMBC: 1500 EUR per trip Associated Member States or from the labs there to EMBC: 2200 EUR per trip
Can be used for:	Reasonable travel and accommodation costs. To decrease the CO2 footprint of meetings, the EMBO YIN Office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours.
Not covered	Subsistence and bench fees

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

4.4 Interview support

EMBO will cover interview costs up to 1000 EUR for a postdoc or PhD interview. This amount is the total available for you during your programme tenure, and it is up to you how you would like to divide it. No advance payment is possible for this activity. We kindly ask you to take care of the interview-associated costs first, and then we will reimburse you or your institute. Please note that no subsistence can be covered for this type of activity. To decrease the CO2 footprint of meetings, the EMBO YIN Office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours.

Application procedure

Apply in advance:

Please use the online **Networking Activity Requests** form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.

Reimbursement:

You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event.

- Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form.
- Please sign the form (physically or e-sign).
- Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

4.5 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 Installation Grantees and EMBO Young Investigators during active membership in the programme. Some restrictions may apply due to internal policies.

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

Application procedure

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/Installation Grantee. Further details about the facilities (including contact details) can be found **here**.

4.6 Job board for vacancies at your laboratory

Programme members (current and former) are invited to submit PhD or postdoc positions available in their laboratories for the email listing of vacancies in YIPs/IGs labs.

The list is also highlighted in the programme's Bluesky feed and on the EMBO job posting board: <https://www.embo.org/the-embo-communities/work-with-an-embo-community-member/>

Submission procedure

Please use:

<https://forms.office.com/e/et2AVHLrhr>
to submit vacancies in your lab.

Submitted announcements are downloaded every 1-2 weeks and added manually to the online listing. Hence, please note that your announcement does not appear immediately on our website

after your submission. Please note that this service is temporarily unavailable (as of summer 2025).

4.7 Manuscript editing services and grant writing support

The EMBO YIN offers to cover manuscript editing services (up to 1000 EUR) for papers published by current programme members.

A prerequisite is that an active member must be the last author. This benefit can be used once in a YIN membership.

Charges need to be covered up front by the authors and will then be reimbursed by EMBO.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

As of 2021, this benefit can be used to cover charges associated with grant writing support.

As of 2024, if you have been invited by a journal to provide a cover image based on your research article, the EMBO YIN Office offers to reimburse up to 1000 EUR towards the image production and publication costs. This support applies to front cover images published in any scientific peer-reviewed journal. The prerequisite is that the YIN must be the senior (last) author of the paper published in the same issue of the journal where the front cover is featured.

4.8 Publication fees for EMBO Press journals

EMBO YIN offers to cover publication charges (excluding VAT) for papers published by EMBO YINs and IGs in EMBO Press journals (including Open Access, unless covered by the Open Access agreement).

For: **Current** IGs/YIPs publishing in one of the EMBO Press journals.

A prerequisite is that an active member (at the date of paper submission) is a corresponding/last author on the paper. Charges need to be covered up front by the authors and will then be reimbursed by EMBO YIN. Since 1 May 2024, Indian authors automatically get a 75% discount on their publishing fees.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

4.9 Annual EMBO YIN PhD course

A committee of 8 programme members and the EMBO YIN Office annually organise a week-long course for PhD students in YIP/IG/GINs labs. The programme includes scientific lectures, workshops, soft-skill courses, student research presentations, poster sessions, grant writing and paper review exercises.

Aim: to give students in YIN labs an opportunity to broaden their horizons and learn skills essential to their scientific careers.

For: Around 40 students from Young Investigator Network labs. Students in 2nd or higher years and in current network members' labs are given priority, however, all can apply.

Application procedure

An annual call for participant applications is announced by email and/or included in the YIN Newsletter. Students apply via an online form – only one application per lab.

Funding limits and eligible costs

Covered:	Local course costs, including accommodation and meals during the course for students and teachers Speaker/organiser travel (reimbursement via travel expense form).
Not covered	Travel for students (the host laboratory is expected to cover this).

4.10 Annual Nobel Laureate meeting

EMBO can nominate PhD students to attend the Lindau Nobel Laureate meeting.

Application procedure

The programme office calls for applications from students in Young Investigator and Installation Grant labs and selects the strongest applicants for nomination. An email request for applications is sent annually by email, normally in October/November.

Funding limits and eligible costs

Covered:	Registration fees and accommodation (normally 1250 EUR). Reimbursement of the funds will be done by direct invoice from the Lindau Organising Committee; there is no need to submit an extra form.
Not covered:	Travel costs (the host laboratory is expected to cover this).

4.11 CPS: In-lab facilitation of creative problem solving

For: All programme members

Aim: To help YIPs/IGs discover novel strategies to tackle a scientific question and to define research direction through facilitation with the Creative Problem Solving (CPS) method.

Format: A professional creativity facilitator consults with the PI in advance to design a workshop to discern a specific question of interest to the group. The workshop would normally involve up to 12 people (normally the PI, 9-10 group members and 1-2 external people picked by the PI) plus the facilitator, and takes 2 days. This can take place at your institute or elsewhere. Depending on the wishes of the PI, the workshop can focus more on training (applying creative techniques) or may emphasise solving a specific question.

Expected outcome: Novel approaches will be evaluated and prioritised to address the designated challenge(s). Heightened awareness of the climate that supports creative team science. Exposure to processes and tools that help to solve problems more creatively.

As of now, the certificates of attendance are also available for all the participants.

Note: You can also use your allowance for the lab retreat (200 EUR per person) to cover the expenses of your lab members if the facilitation takes place during the lab retreat.

Funding limits and eligible costs

Covered:	Fee for 2-day facilitation workshop with up to 12 participants (worth 6000 EUR + VAT).
Not covered (the YI/IG lab is asked to cover these costs):	Travel/accommodation costs for the facilitator.
	Local costs, e.g. catering, room hire or overnight accommodation.
	Costs of an additional trainer (required if larger group).

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Reimbursement:	Direct payment by the EMBO YIN Office to the provider.

The EMBO YIN Office will send the details to the facilitators, and trainers will get in touch with you directly to discuss, define, and plan the workshop in more detail. After facilitation takes place, the EMBO YIN Office pays the trainer invoice directly, and the YI/IG lab covers any additional costs, e.g. trainer accommodation/travel.

4.12 Bridging funds

For: current programme members

EMBO YIP Bridging Funds were introduced in 2019. These funds aim to support staff members of the YIP/IG 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 and postdocs. In exceptional cases, we will support Master's students (with a max of 2500 EUR). We have only a limited number of these grants available per year. No taxes and no overheads can be paid from this grant. Any extra overheads should be covered by your home institution. At the end of the granting period, a short financial report will be requested. The maximum support period is 6 months.

Application procedure

Apply in advance:	Please use the online Bridging Funds Request form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Payment:	EMBO YIN Office, containing a spreadsheet pre-populated with key data about the application. - Please add your bank account details using the second tab of the form. The payment of the bridging fund will be processed one month before the starting date indicated on the application. The financial report should be provided at the end of the grant by filling out and signing the Financial Report form. A brief scientific report from the grant recipient (free form, 1/2 – 1 page) should be sent to the EMBO YIN Office after the granting period.

5 Support for you

5.1 Childcare support

For: current programme members

EMBO is committed to gender balance and equal opportunity. Recognising that taking care of children adds financial and time obligations to parents, EMBO provides additional support for scientists with families. Eligible costs include fees for a babysitter or childcare facility, travel costs for a relative or friend who can take care of the child, or travel costs for taking the child to the meeting, etc.

Funding limits and eligible costs

Max. amount:	Up to 500 EUR (both EMBC and Associate Member States)
Can be used for:	To cover a babysitter or childcare facility, To fly in a relative to take care of the child, To take the child with you to the conference, etc. Please describe in your application form how you plan to use these funds.
Not covered:	Meals.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. If the caregiver cannot provide you with a receipt, please fill out the following timesheet https://oc.embl.de/index.php/s/JxfM4H119LGxQU3 and provide the bank account transaction confirmation. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

5.2 Young Investigator Lecture Grants

For: **Current** EMBO Young Investigators who are invited as speakers to international conferences.

With the aim to:

- promotes the visibility of EMBO Young Investigators
- encourages organisers of international meetings to invite YIPs as speakers.

We are not able to suggest specific YIPs as speakers to conference organisers, but we can send a standard email introducing the programme and lecture grant schemes with a list of eligible YIPs to the Gordon, Keystone and FASEB offices. Information about YIP lecture grants is also included in the “information for organisers” for EMBO Courses and Workshops.

If you have been invited as a speaker to a conference and want this to be considered for a YIP lecture, we would be happy to contact the organisers to offer support. Please email yip@embo.org.

More information, including conditions of Young Investigator Lecture Grants, can be found **here**.

Installation Grantees are not eligible, but can instead apply for additional meeting participation grants, outside the normal lab limits, when invited as a speaker at an international conference – see page 15.

Funding limits and eligible costs

Covered:	EMBC travel and accommodation up to 800 EUR (intra-continental) or 1200 EUR (inter-continental) per trip; Associated Member States up to 1200 EUR per trip.
Please always refer to:	Travel Guidelines (see page 34).
Limited to:	3-4 YIP lectures per YIP per year and 2-3 lectures per conference.
Not covered:	Costs towards the general meeting organisation. meals

Application procedure

Organisers should apply in advance:	Please use the online YIP Lecture Applications form to submit application. Always await approval from the EMBO YIN Office before making any purchases.
Approval:	Applications are sent for approval; approval is received (waiting time up to 2 weeks).
The lecture takes place:	Please remember to acknowledge the support.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. <ul style="list-style-type: none"> - Please add your expenses and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

5.3 Young Investigator Seminar

For: **Current** EMBO Young Investigators (not IGs) who are invited as speakers to give a talk and who are invited to give a talk/seminar/workshop at an institute. Please note that if you are invited by another current YIP/IG to give a seminar at their institute, you may apply for Institute visit funds (page 12).

This support requires an application; the host has to apply to the EMBO YIN Office using an online form (see below) after the YIP has agreed to come and give a seminar. If you have been invited as a speaker to give a talk and want this to be considered for a YIP Seminar, please let the host know so that they can apply for this support.

Funding limits and eligible costs

Covered:	EMBC travel and accommodation up to 500 EUR (intra-continental) or 1200 EUR (inter-continental) per trip; Associated Member States up to 1200 EUR per trip.
Please always refer to:	Travel Guidelines (see page 34).
Limited to:	3-4 YIP Seminars per YIP per year.
Not covered:	Meals and stipend for the speaker.

Application procedure

Organisers should apply in advance:	Please use the online YIP Seminar Applications form to submit your application. Always await approval from the EMBO YIN Office before making any purchases.
Approval:	Applications are sent for approval by the YIN Programme Head; approval is received (waiting time up to 2 weeks).
Payment procedure:	The EMBO Young Investigator giving the seminar is asked to pay for her/his travel and hotel expenses and subsequently claim the reimbursement from the EMBO YIN Office.
The seminar takes place:	Please remember to acknowledge the support.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.
Not covered	additional meals

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

5.4 Conference/meeting support for YIPs/IGs organising meetings

For: **Current** programme members who are on the organising committee of a scientific meeting or conference. This benefit is also available as a top-up for EMBO-sponsored Courses and Workshops.

Funding limits and eligible costs

Max. amount:	Standard allowance: up to 3000 EUR. If part of the meeting specifically addresses PhD students and postdocs: up to 5000 EUR (please read below what activity qualifies).
Can be used for:	Venue, accommodation, travel, catering, speakers' dinner, secretarial costs, virtual support licenses.
Not covered:	Overheads.

Application for the extended support: This might be a workshop for the students and young postdocs only (1 day or 1/2 day long) on a topic selected by the organisers: soft-skill workshop, scientific training, special lecture, etc. Extra funds are provided to support extra expenses associated with activity logistics (venue, catering) and possible trainer fees. **If your conference offers only selected talks, travel grants and poster sessions for the PhD students, it does not qualify for the extra support.**

Conferences and meetings now also qualify for the full support (5000 EUR), if organisers can demonstrate how these extra funds will be used to contribute to a greener version of the meeting: decreased CO2 footprint by supporting speakers/participants to use the train, etc. Please specify how you would use the extra funds (i.e. 2000 EUR) to support a greener version of your meeting and provide pro-forma invoices to support the fact that "greener" meetings are more expensive and thus require extra funding. Please also see the **EMBO webpage on sustainable conferencing**.

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

5.5 EMBO Young Scientists' Forum (EYSF)

The EMBO Young Scientists' Forum takes place once a year in a member state participating in the EMBO Installation Grant scheme and is organised by local Installation Grantees. The aim of the meeting is, on the one hand, to raise the profile of the EMBO Installation Grantees in that country, and, on the other hand, to offer young researchers the opportunity to attend a high-level scientific conference at no registration cost. EMBO Installation Grantees and Young Investigators are normally speakers at this meeting.

Procedure

Local costs: EYSF organisers should contact the EMBO YIN Office for guidelines, budget, etc.

Reporting: Organisers should submit a **General reimbursement form** with programme and participant statistics as a final report.

Travel costs for speakers: Paid by the organisers from the general funds provided by EMBO.

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

5.6 Online Databases

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

A searchable database for the EMBO Members can be found at <https://people.embo.org/>

5.7 EMBO on Social Media

As of January 2025, EMBO is transitioning its social media account from X to Bluesky <https://bsky.app/profile/embo.org>. We will be posting on both platforms for a while with the intention to leave X by the end of 2025. @embo.org aims to highlight programme member news, including awards, new papers and available positions.

Job vacancies in YIP labs are listed on the EMBO website; this list (and some individual vacancies) are highlighted regularly on social media. Please see page 17 for details of how to submit vacancies to this list.

For awards, new papers/other news: please send an email to yip@embo.org with any news you would like to be highlighted (this may also be included later in EMBO's newsletter, EMBOencounters).

5.8 List of awards won by YIPs

Do let us know of any awards you have won: we would like to highlight your achievements on Bluesky, on our webpage and in EMBO's newsletter (EMBOencounters). We cannot do this unless we hear about them.

6 Skill development and training

6.1 EMBO Lab Leadership

EMBO Lab Leadership addresses issues of team development, effective communication (e.g. giving feedback), delegation, leadership, conflict management, time management and staff recruitment. Course fees are waived for programme members. Courses are offered throughout the year, but often fill up quickly, so please book early. More details can be found at <https://www.embolableadership.org/>

Funding limits and eligible costs

Covered:	Residential registration fees;
Not covered	Travel and meals.

Application procedure

Apply online, indicating that you are a programme member, and the course fee will be automatically waived.

In case you would like to send your lab member to this course, please make use of the vocational training benefit available for you to cover the cost.

6.2 Mentorship by an EMBO Member

Programme members can choose an EMBO Member as their mentor. EMBO provides funds for an annual visit.

As of 2025, the EMBO YIN Office has launched its own EMBO Mentorship Platform to facilitate identifying and subsequently interacting with mentors, advisors and mentees. The platform is open to the members of the EMBO Community, including EMBO Members, Young Investigators, Global Investigators and Installation Grantees. Visit <https://www.mentoring.embo.org> to register!

Funding limits and eligible costs

Covered:	Travel and accommodation of mentor/mentee. EMBC: up to 800 EUR per trip. Associate Member States: up to 1000 EUR per trip.
Not covered	Meals.
Also, refer to:	Travel Guidelines on page 34.

Application procedure

To start a mentor interaction: Reimbursement for a mentor visit if you already have a mentor:	visit EMBO Mentorship Platform and register. send a General reimbursement form along with the original receipts and boarding passes after the visit. No advanced application for funds is required.
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6.3 Vocational training

Starting in the summer of 2020, a new benefit – “vocational training” – is available for current programme members, their labs and individual lab members. Programme members can select a course relevant to them as a group leader (e.g. lab leadership skills, negotiation, team management, project management, language course (of the country you are residing in)), to a group as a whole (e.g. team building, shared programme training), or to an individual lab member (lab leadership, communicating research, paper writing, project management, etc.). Programme members can apply for funding to cover the costs using a Networking Application and Report Form and send a quote/receipt from the course website.

Please always first wait for written approval from the EMBO YIN Office before purchasing any course content. We do not guarantee reimbursement without prior approval of the cost. Along with the final report following the completion of the training, please also include a certificate of completion. Funding for online training will be supported for up to 2000 EUR per year. Please note that VAT is not covered. Please note that we cannot pay the company or the trainer directly.

For: **Current** programme members

Aim: To help programme members and their teams with professional and personal development through the workshops and online training programmes of their choice.

Format: Online or in-person training sessions.

Funding limits and eligible costs

Covered:	Course fees up to 2000 EUR (excl. VAT) per year.
Not covered:	Travel/accommodation costs for the coach, if an in-person session is requested. Travel/accommodation for the participant to attend the course (if taking place in person).

Application procedure

Apply in advance:	Please use the online Networking Activity Requests form to submit your application. Always await approval from the EMBO YIN Office before making any purchases. The form shall be signed by YI/IG, whose lab member is going to use the funds.
Reimbursement:	You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event. - Please add your expenses, a brief report about the activity, and bank account details using the second tab of the form. - Please sign the form (physically or e-sign). - Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.
Not covered	additional meals

- Please submit your reimbursement claim within one month of completion of the approved activity.
- Please note that you are obliged to keep the originals for 10 years. As a non-profit organisation, we are regularly audited and may need to provide the original receipts.
- Please note that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

6.4 Research integrity training

Please see: <https://www.epigeum.com/>

Funding limits and eligible costs

Covered:	Course fee waiver for you and, subject to availability, your lab members. Please use the same token from the instructions for your lab members as well.
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Procedure

Please follow the instructions here: <https://oc.embl.de/index.php/s/T08Tjjsii03uQqQ>.

7 Monetary award/grant

7.1 Young Investigator Award

EMBO Young Investigators receive a 15,000 EUR award paid to their laboratories during their second year in the programme.

Full terms and conditions for the award are included in the welcome letter to Young Investigators. Briefly, the award can be spent at the Young Investigator's discretion for scientific purposes and does not have to be spent within the membership period. No overheads can be taken, and it cannot be used to supplement the YI's salary. Equipment bought with a small grant remains the property of the programme member, not the host institute. YIPs will be contacted towards the end of their first year and asked to provide account details for the transfer. No financial reporting is required.

7.2 Installation Grant funding

EMBO Installation Grantees receive 50,000 EUR annually. The award is initially made for three years. Funds for the award come largely from the hosting EMBC Member State. Countries are invoiced each December, and once the requested funds are received by EMBO, individual payments are made to the Grantees (generally in March/April).

Terms and conditions for the award are included in the contract between the host institute, Installation Grantee and EMBO. Briefly, the installation grant has to be taken up within the calendar year after selection. A maximum of 10% of the award will be allowed for overheads. A maximum of 20% can be used towards the salary of the successful applicant. The grant can be spent at the discretion of the grantee in support of the laboratory's research efforts. Equipment bought with a small grant remains the property of the programme member, not the host institute. The grant does not have to be spent within the calendar year, but can be forwarded to future years within the granting period. Installation Grantees have to submit a short scientific report and a financial report to EMBO at the end of each calendar year. The programme office contacts grantees in December each year with the relevant forms.

Installation grants can be extended from three to five years, subject to a review in the third year.

Reports are submitted by the IG and their host institute and reviewed by the EMBO Young Investigator Committee, which makes a recommendation to the Installation Grant Board (made up of the EMBC delegates from states participating in the Installation Grant scheme). Extensions are confirmed after the Installation Grant Board meeting (normally end of November each year). Grantees are contacted in the spring of their third year with details of the procedure.

7.3 Small Grants

An annual call is made for small grants for current EMBO Young Investigators and Installation Grantees who need additional funds (up to 10,000 EUR). The call is normally in October and is announced in the September eNewsletter sent by the EMBO YIN Office. A committee made up of the Young Investigator Committee Chair and the Programme Head decide upon the distribution of funds.

No overheads can be taken from small grants, and no reporting is required. Equipment bought with a small grant remains the property of the programme member, not the host institute.

7.4 How to acknowledge your award

7.4.1 Young Investigator Award

Since the Young Investigator Award is not intended to fund a specific project, there is no strict requirement to acknowledge it in publications. A standard formulation would be either:

- Supported by the EMBO Young Investigator Programme
OR
- Group leader is an EMBO Young Investigator, YIP-XXXX (where XXXX is a year of selection, can be found here: <https://yip-search.embo.org/#/>)

7.4.2 Installation Grants

Please always acknowledge work supported by the EMBO Installation Grant, including:

- Installation Grant programme number (XXXX in the example below), can be found here: <https://yip-search.embo.org/#/>
- Year of selection (YYYY in the example below)
- Funding body from the country; please see our EMBO website for the list <https://www.embo.org/funding/fellowships-grants-and-career-support/installation-grants/benefits/>

A standard formulation would be: *This work was supported by the EMBO Installation Grant (EMBO IG-XXXX-YYYY) and by the (ministry name) of the (country name).*

7.4.3 Small Grants

Please always acknowledge work supported by the EMBO Small Grant, including:

- Small Grant number (XXXX in the example below), received in the approval email of your grant
- Year of the grant (YYYY in the example below)

A standard formulation would be: *This work was supported by the EMBO Small Grant (EMBO Small Grant XXXX-YYYY).*

You can also download the official EMBO logo for use in presentations here: <https://oc.embl.de/index.php/s/KnHW025TMHoLmMj>.

8 Other useful information

8.1 Access to EMBO Press Journals

Online access to The EMBO Journal and other EMBO Press journals is available for those whose institutions do not have a subscription: please contact the EMBO YIN Office for a username and password.

8.2 Contacting other programme members

The YIN mailing list can be used to circulate short announcements amongst current and former programme members (e.g. invitations to meetings you are organising).

To submit your announcements for the next email to the mailing list, please use:

<https://forms.office.com/e/et2AVHLrhr>

For other relevant requests, e.g. requests for help on a particular topic, we are happy to forward messages to the mailing list or a subset of programme members.

8.3 Contacting EMBO

The EMBO YIN Office can be contacted via email at yip@embo.org.

The programme tries to be responsive to the needs of its members; feedback and ideas for how the programme can help its members are always welcome. Indeed, many of the current benefits are a result of suggestions made by current and former Young Investigators.

8.4 Finding up-to-date information about YIN benefits

The EMBO YIN Office also keeps in contact with programme members via an eNewsletter, updating members on upcoming events and deadlines, opportunities within the programme and news on other programme members. If you have any news you would like to be included, please send the office an email.

9 Programme FAQs

What benefits are available to former programme members? Former network members can participate in the network by attending programme meetings (both the annual meeting, sectoral meetings and YIN retreat), and through networking with current programme members: funding is provided for all programme members involved in the networking interaction as long as one person involved is a current programme member. Former members are also eligible for coverage of YIN training activities, such as EMBO Lab Leadership Courses and CPS in lab facilitation. See Table 1 below for a summary.

Please keep the EMBO YIN Office (yip@embo.org) updated with your moves: let us know your new affiliation and email address. We would also like to hear about the awards that you have received. Please note that travel costs will not be covered for former members who have moved to a country that is not an EMBC Member State, EMBC Associate Member State or cooperating partner country of EMBO. A list of member states and cooperation agreements is available at:

<http://embc.embo.org/index.php/about-embc/embc-member-states>

What benefits are available to EMBL group leaders? EMBL group leaders can participate in networking with current YIPs, e.g. by attending programme meetings and through institute visits and joint lab meetings with current YIPs. See the table below for a summary.

Table 1: Eligibility of current YIPs and former YIPs for YIP benefits

Benefit	Current	Former	See page
Networking			
Programme meetings: travel and attendance	✓	✓	9
Institute visits and joint group meetings	✓	✓*	12 & 13
Support for your lab			
Access to EMBL Core Facilities	✓		16
Lab visit funds	✓		16
Meeting participation grants	✓		15
Interview support	✓		17
Student nomination for a YIN PhD course	✓	✓	19
Creative Problem Solving facilitation	✓	✓	20
Bridging funds	✓		21
Getting you and your science noticed			
Advertisement of vacancies in your laboratory	✓	✓	17
Lecture grants	only YIPs		23
YIP Seminar	only YIPs		24
Conference/meeting support	✓		25
Support for you			
Vocational training	✓	✓**	27
EMBO Lab Leadership Courses	✓	✓	27
EMBO Member Mentor	✓		27
Childcare support	✓	✓	22
Small Grants	✓		29

* = when at least one current YI or IG is part of the interaction

** = only in 2020

Q: 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 yip@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 programme's aims and would benefit programme members more generally, we can look into the feasibility of adding this as a new benefit. Most of the benefits of the programme started as a result of requests from YIPs.

Q: I/my lab member need to apply for a visa to participate in a YIN-funded activity. Can you provide a supporting letter for the visa application?

Yes. Simply send the request, including details of the activity, and your name as it appears in the passport and passport nationality to yip@embo.org.

Q: I/my lab member plans to apply to attend an EMBO Conference / Workshop / Practical course. Will my application to attend/our abstract get priority since I am an EMBO YIN?

Participants are selected by the scientific selection committee, and membership in EMBO communities does not confer priority.

Q: I have submitted a reimbursement request. When will it be paid?

Processing times vary between 2 days and 4 weeks, depending on:

1. when you submit the claim: EMBO has two payment runs per month: generally on the 10th and 25th of the month (or the closest working day: e.g. if the claim arrives on the 10th of June, the earliest it can be paid is the 25th of June).
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 officer and finance officer.

Should you not receive a payment within 1 month of submitting your claim, please let us know, and we will look into this.

Q: I am about to move my lab, how do I update my details?

Please send an email to yip@embo.org with the new details.

Please note that if you are current:

- Installation Grantee
 - moving to another country will forfeit your grant.
 - and you are moving to another institute within the same country, you will have to apply for approval for your grant to be transferred, since the offer made by the institute is taken into account during selection. The EMBO YIN Office will let you know what is required.
- Young Investigator
 - moving within the EMBC will not affect your membership.
 - moving outside the EMBC, your membership will be forfeited, and you will become a former programme member.

Q: How do you define intra-/intercontinental?

In intra-continental interactions, we include travel between the wider European area (including Israel and Turkey) or, e.g. between Singapore and Taiwan. Inter-continental interactions include travel from the wider European area to other countries.

10 How to apply for the benefits

10.1 For an application

- See what information is required by reading the description of the benefit in the programme guide.
- Use one of the online forms listed below to submit your application.
- Always await approval from the EMBO YIN Office before making any purchases.
- Keep all of your receipts, invoices and boarding passes when travelling

10.2 Online application forms

- **Networking Activity Requests**
- **YIP Lecture Applications**
- **YIP Seminar Applications**
- **Women in Science (WIS) Lecture Applications**
- **Bridging Funds Application form and Financial report**

10.3 For the final report and reimbursement claim

- You will receive an approval email from the EMBO YIN Office, containing a spreadsheet pre-populated with key data about the event.
- Please add your expenses and bank account details using the second tab of the form.
- Please sign the form (physically or e-sign).
- Please combine all your related invoices, including boarding passes, if applicable, with the form in one PDF file and return it via email after the meeting to the EMBO YIN Office.

Categories	See page	Categories	See page
Institute visit or seminar	12	Meeting/conference support	25
Local PhD course	12	Meeting participation grant	15
Joint group meetings	13	CPS Facilitation	20
Lab retreat	15	Sectoral meetings (local costs)	9
Lab visit funds	16	Childcare support	22

EMBO YIN Travel Guidelines

Activity/Benefit	Limits (in EUR)
Institute visit	500 (per trip)
Joint group meeting	1000 (max 3000) (per activity)
Lab retreat	200 per lab member
Lab visit funds	1500 (per trip)
Meeting participation grants	2500 (per year/per PI)
Sectoral meeting participation	350 (travel only, PIs only, per trip)
Annual YIN meeting/ YIN Retreat	500 (travel only)
YIP Lecture	800 EU / 1200 non-EU (per trip), 3 – 4x per year)
YIP Seminar	500

1. General Rules

- Always apply at least 2 weeks in advance for travel and networking activities.
- Application forms are available here: [EMBO YIP resources for current members](#)
- Attendance at Sectoral meetings does not require an application, but please inform the meeting organisers directly.
- Claims must be submitted within the same calendar year (by 31 December), or by 20 January for activities in December.

2. Eligible Travel Modes

- **Train:** 2nd-class tickets reimbursed.
- **Air travel:** Economy/economy light fares only (APEX tickets). Business class not covered. Always submit boarding passes (screenshots accepted).
- **Car:** Reimbursed up to the cost of a 2nd-class train ticket. Provide a written estimate from a travel agency, rail company, or official website.
- **Local transport:** Use public transport where possible.
- **Not covered:** Expensive taxi/airport transfers, subsistence (meals, per diems), or cancelled travel.

3. Sectoral Meeting Travel

- Programme members: up to **350 EUR per trip**.
- No additional support for accompanying lab members.

4. Documentation & Receipts

- Keep original receipts for 10 years (auditing requirement).

5. Payment & Reimbursement

- Reimbursement is only available to EMBO programme members (YIPs, IGs, GINs, their lab members, and institutions).
- Payments cannot be made directly to invited speakers, guests, or collaborators.
- Always provide complete **bank account details** (IBAN or routing number, SWIFT code).
- If travel costs are split between your institution and yourself, submit **separate claim forms** (one per bank account).
- For the reimbursement, submit:
 - Original tickets, invoices/receipts, and boarding passes, together with the signed

Travel Guidelines for Young Investigators in EMBC Associate Member States

As of 2017, the following limits for travel cost reimbursement have been introduced for the programme members residing in the EMBC Associate Member States: India, Taiwan, Singapore and Chile.

Activity/Benefit	Limit per trip (in EUR)
Institute visit/seminar	1000 (per trip)
Joint group meeting	1000 (max 3000) (per activity)
Lab visit funds	2200 (per trip)
Meeting participation grant	2500 (per year/per PI)
Sectoral meeting participation	1000 (per trip, travel only)
Annual YIP meeting/ YIP Retreat	1200 (travel only)
YIP Lecture	1200 (per trip), 3 - 4x per year
YIP Seminar	1000 (per trip), 3 - 4x per year

1. Eligibility

- Institute visits/seminars and joint group meetings are reimbursed only if the activity takes place in EMBC or EMBC Associate Member States.
- Meeting participation grants may be used to cover attendance at conferences, workshops, or courses for you or your staff. The annual limit is 2,500 EUR per PI.
- Travel costs for Sectoral Meetings: up to 350 EUR per trip for YIPs and IGs (no support for accompanying lab members).

2. Booking & Approval

- Please always contact EMBO (yip@embo.org) before making final bookings.
- Applications must be made in advance; reimbursement without approval is not guaranteed.

3. Eligible Travel Modes

- Train: 2nd-class tickets reimbursed.
- Air travel: Economy/economy light (APEX) tickets only. Business class not covered. Submit boarding passes (screenshots accepted).
- Car: Reimbursed up to the cost of a 2nd-class rail ticket. Provide a written estimate from a travel agency, rail company, or online rail/airfare source.
- Local transport: Use public transport where possible.
- Not covered: Expensive taxis, airport transfers, or subsistence (meals, per diems).

4. Documentation & Receipts

- Keep original receipts for 10 years (auditing requirement).

5. Payment & Reimbursement

- Reimbursement is only available to EMBO programme members (YIPs, IGs, GINs, their lab members, and institutions).
- Payments cannot be made directly to invited speakers, guests, or collaborators.
- Always provide complete **bank account details** (IBAN or routing number, SWIFT code).
- If travel costs are split between your institution and yourself, submit **separate claim forms** (one per bank account).
- For the reimbursement, submit:

- Original tickets, invoices/receipts, and boarding passes, together with the signed spreadsheet sent to you with the approval email.
- Combine documents into one PDF and email to: yip@embo.org.
- Double-check all receipts before submission — missing or unclear documents delay reimbursement.

6. Sustainability

- To reduce the CO₂ footprint of meetings, EMBO strongly recommends travelling by train instead of air when the journey is less than 7 hours.

Attending an EMBO YIP Sectoral meeting

1. Funding Limits and Eligible Costs

- For current and former programme members (YIP, IG, and GIN):
- EMBC Member States: up to 350 EUR travel costs.
- Associated Member States: up to 1,000 EUR travel costs.

2. Not Covered

- Travel support for lab members, additional meals, or extra accommodation nights.
- Cancelled flights or train tickets (please book close to the meeting date or use flexible tickets).
- Subsistence (meals, per diems).
- Expensive airport transfers or high-cost taxi fares.

Note: Sectoral meeting organisers receive additional funds to cover accommodation, venue, and catering (500 EUR per programme member and 300 EUR per lab member).

3. Participation Rules

- A lab member cannot attend in place of a PI.
- The number and seniority of accompanying lab members (PhD students or postdocs only) are decided by the organisers.

4. Travel Reimbursement Rules

- **Train:** 2nd-class tickets reimbursed.
- **Air travel:** Economy/economy light (APEX) tickets only; business class not reimbursed. Boarding passes must be submitted (screenshots accepted).
- **Car:** Reimbursed up to the cost of a 2nd-class rail ticket. Provide a written estimate from a travel agency, rail company, or airfare website.
- **Local transport:** Public transport should be used where possible.
- Travel costs for attending sectoral meetings: up to 350 EUR for YIPs and IGs (no support for lab members).

5. Documentation & Receipts

- Keep original receipts for 10 years (auditing requirement).

6. Payment & Reimbursement

- Reimbursement is only available to EMBO programme members (YIPs, IGs, GINs, their lab members, and institutions).
- Payments cannot be made directly to invited speakers, guests, or collaborators.
- Always provide complete **bank account details** (IBAN or routing number, SWIFT code).
- If travel costs are split between your institution and yourself, submit **separate claim forms** (one per bank account).
- For the reimbursement, submit:
 - Original tickets, invoices/receipts, and boarding passes, together with the signed spreadsheet sent to you with the approval email.
 - Combine documents into one PDF and email to: yip@embo.org.
 - Double-check all receipts before submission — missing or unclear documents delay reimbursement.

7. Sustainability

- To reduce the CO₂ footprint of meetings, EMBO strongly advises travelling by train instead of air when the journey is less than 7 hours.

8. Cancellation Policy for Sectoral Meeting Attendees

- The budget for sectoral meetings is calculated at 500 EUR per participant.
- If you cancel, the budget is reduced by that amount.
- Organisers may incur hotel cancellation charges.
- If you cancel on short notice, you are liable for these charges.

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