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## EMBO Short-Term Fellowships Information for applicants



### Purpose

EMBO Short-Term Fellowships fund research visits of up to three months to laboratories in EMBC Member States and worldwide. The aim is to facilitate valuable collaborations between research groups.

EMBO Short-Term Fellowships are not awarded for exchanges between two laboratories within the same country. Short-Term Fellowships are intended for joint research work rather than consultations.

### Duration

EMBO Short-Term Fellowships are intended for visits of 1 week up to 3 months<sup>1</sup>.

### Eligibility

#### Applicants

- Scientists who obtained their PhD degree (or equivalent) within the last 10 years<sup>2</sup>
- Pre-doctoral scientists (PhD students) who have not yet obtained a PhD degree (or equivalent). However, candidates with very little research experience will be given lower priority for funding.

#### Mobility

Either the home laboratory or the host laboratory must be within an EMBC Member State.

Three types of applications are possible:

- (1) Home laboratory and host laboratory are within an EMBC Member State.  
This is the favored application but must involve movement between countries<sup>3</sup>.

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<sup>1</sup> For applicants from laboratories outside the EMBC Member States the duration is fixed to 90 days. For a shorter period approval from the Fellowships Office is required prior to application.

<sup>2</sup> Exceptions from this rule might be possible when justified. Please contact the fellowship office for details.

<sup>3</sup> International laboratories such as EMBL are technically extraterritorial and movement e.g. from Germany to EMBL Heidelberg is, therefore, permitted.

(2) The home laboratory is within an EMBC Member State but the host laboratory is within a Non-Member State.

The applicant must provide justification for the choice of laboratory outside the member states.

(3) The home laboratory is in a Non-Member State but the host laboratory is in an EMBC Member State.

A crucial element to be considered is the initiation of a collaboration between the two laboratories and the benefit to the host laboratory. These applications have a fixed duration of 90 days<sup>4</sup> and should have a clear benefit to the receiving laboratory.

### **PLEASE NOTE!!**

Applications, which are presented as a means of training in a technique rather than as a component of a research project, tend to receive lower priority from reviewers.

EMBO does not consider applications for Short-Term Fellowships to prolong visits begun under other auspices, or as bridging fellowships between, or prior to, long term stays funded by EMBO or other organizations.

Applications for fellowships to attend courses, workshops, or symposia will not be considered.

On completion of the fellowship applicants must return to their home laboratory for at least six months.

Applications involving industrial research laboratories with a view to developing new products or procedures will not be considered.

The fact that an applicant has previously held an EMBO Short or Long-Term Fellowship does not preclude further applications for a fellowship for a new project in a different laboratory. It is not possible to hold both an EMBO Short-Term and Long-Term Fellowship at the same time.

In case additional funds or grants from other institutions are being used to support the proposed visit the applicant needs to notify the EMBO Fellowship Office immediately.

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<sup>4</sup> For applicants from laboratories outside the EMBC Member States the duration is fixed to 90 days. For a shorter period approval from the Fellowships Office is required prior to application.

## How to apply

There are no deadlines for applications and awards are being made throughout the year. However it is recommended that applications are submitted at least three months prior to the proposed start date.

### PLEASE NOTE!!

Applications completed only after the start of the visit will not be considered.  
*(Please note: An application is only complete once both referee letters and the host institute acceptance form have been received and the office has acknowledged receipt of a complete application via email.)*

The applicant has to provide the names and addresses of two referees (who are NOT from host institute) who will have to send their signed confidential letter of reference to the EMBO Short-Term Fellowship office by either post or e-mail. **One of the referees should be the current supervisor.**

The proposed host institute has to submit a signed acceptance form by post or e-mail. The forms can be downloaded at <http://www.embo.org/>

It is the applicant's responsibility to ensure that the references and host institute acceptance are sent to the EMBO Fellowship Office and received on time. Only complete applications i.e. including references and host institute acceptance will be processed.

The application for EMBO Short-Term Fellowships is online only. NO hard copies are required.

## Selection of EMBO Short-Term Fellows

All applications are examined at the EMBO Fellowship Office to ensure that they are complete and eligible. Receipt of complete applications will be acknowledged via email.

Applications are refereed by EMBO Members or Young Investigators expert in the area of the research project through a written evaluation. The reviewers are asked to judge the quality of the candidate, the research project and the receiving laboratory, but the major criterion is the projected benefit to the home laboratory of the applicant<sup>5</sup>. Therefore a return phase of applicants to their current home laboratory for at least six months is required.

As soon as a decision is reached, normally within 3-4 months from submission of a complete application, all applicants are informed promptly.

## Benefits

The fellowships cover travel costs plus subsistence of the fellow but not of any dependents. The subsistence rate depends on the country being visited.

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<sup>5</sup> or the benefit to the receiving laboratory in case the applicant comes from a laboratory within a non-member state.

## End of fellowship report

**Please note that you need to indicate your ASTF number and your current address on your end report.**

At the end of your fellowship you are asked to provide EMBO with a report of your activity at the receiving institute. There is no deadline for our receipt of your end report, which should be sent to the [fellowships@embo.org](mailto:fellowships@embo.org) e-mail address. It is requested however, that you forward your end report as soon as convenient after completion of your fellowship. Ideally, your end report should be a minimum of one double-sided A4 sheet, detailing your research objectives and results and further work to be undertaken. You may include diagrams, charts or illustrations. Upon receipt of your end report by the EMBO office, you will be sent a certificate. The certificate will include the date and duration of your fellowship, the place you held your fellowship, your ASTF number and your project title.

## EMBC Member States

Austria, Belgium, Croatia, Czech Republic, Denmark, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Estonia, Finland, France, Luxemburg, Netherlands, Norway, Poland, Portugal, Switzerland, Slovak Republic, Slovenia, Spain, Sweden, Turkey, United Kingdom.

## Contact details EMBO Fellowship Office

For any queries please contact: [fellowships@embo.org](mailto:fellowships@embo.org)

Postal address:      EMBO Fellowship Office  
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