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# Guidelines for FEBS Long-Term Fellowships

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To be read in conjunction with the [General Guidelines for Fellowships](#) and the [Frequently Asked Questions about FEBS Long-Term Fellowships](#).

For Long-Term Fellowships, please register with the online application system at [fellowships.febs.org](http://fellowships.febs.org). The system will open for registrations in July 2015. For further information, see point 7 below.

1. FEBS Long-Term Fellowships are intended to support long-term visits for the purpose of scientific collaboration or advanced training. They are originally granted for one year and may be renewed for a further year up to a maximum of three years. Applicants must have a PhD.
2. Candidates should normally be scientists with no more than three years of post-doctoral experience. However, duly justified career breaks such as compulsory national service and parental leave may be considered.
3. Long-Term Fellowships are not usually granted to scientists who have been recipients of a FEBS Short-Term Fellowship or FEBS Collaborative Experimental Scholarship for Central & Eastern Europe during the preceding 12 months if the host laboratory is to be the same.
4. Normally, in each call no more than one candidate per given head of research group in a host laboratory will be granted a fellowship.
5. The amount of the Fellowship will depend on the cost of living in the country visited and, unless the applicant is already working at the host institute at the closing date of the call, will include travelling expenses for the Fellow and his/her dependants. Such travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory. Assistance for children may also be provided (for 1 child +14% and for 2 or more +28% on annual stipend in 2015). The amount of the Fellowship and of the allowance for children will be determined from time to time by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer. The annual stipends for fellows starting their fellowship in 2015 can be downloaded on the right of this page.
6. Long-term Fellowships are currently awarded once a year. Applications should reach the Chairperson of the FEBS Fellowships Committee before October 1st of the corresponding year.
7. **The web-based application process for Long-Term Fellowships** requires the following information and documents (in English):

a. **General application details** and information on **academic/research activities** of the applicant, which will be entered online.

b. **A research proposal.** An outline of the proposed investigation should be set out under the following headings and be no more than six A4-sized pages of single-spaced text (minimum top and bottom margins required are 2 cm and 2.5 cm, respectively). It will need to be uploaded in pdf format (maximum file size 1 MB). Headings:

- i. title;
- ii. purpose, including the immediate and longer-term aims;
- iii. background relating the proposed research to the present body of knowledge;
- iv. plan, including details of the experiments to be carried out;
- v. justification for choosing the laboratory to be visited;
- vi. list of five recent papers of the host laboratory relevant to the proposed project;
- vii. list of the five most significant papers of the host laboratory from the last ten years.

In addition, a timetable (portrait orientation) of the experimental work to be carried out is to be set out on an extra page (not included in the six-page maximum).

c. **Host acceptance.** A confirmation of acceptance is required from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, to confirm that the applicant will be accepted to work in the institute, that its facilities will be available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official form that can be downloaded from the right side of this page (Related documents), and then scanned and uploaded with the other application documents. After approval of their Fellowship, successful applicants are requested to send the original signed form to the Fellowships office.

d. **A FEBS Constituent Society membership letter.** A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the Society should be scanned and uploaded with the other application documents.

e. **A referee's letter of support.** A letter of support for the application is required from an experienced scientist who knows the applicant and does not work at the host institute. This letter should be written on headed paper of the referee's laboratory. Referees will be provided with a link for direct upload of their letter. Candidates are advised to notify their respective referees well ahead of time. The link will be active until the deadline of the respective call.

8. Applications will be assessed by the Fellowships Committee and the decisions will normally be communicated to the applicants no later than December 31st of the same year.
9. The Fellowship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.
10. At the end of each six months of the Fellowship, Fellows **must** prepare a short report highlighting progress of their work and, within three months of completion of the Fellowship, they **must** prepare a short report detailing the work done while in receipt of the Fellowship. These reports are to be sent electronically to the Chairperson of the FEBS Fellowships Committee. The FEBS Fellowship should be acknowledged in any work published relating to the project funded and a reprint of each article should be sent electronically to the Chairperson of the Fellowships Committee.
11. During the tenure of the Fellowship or after its completion, Fellows may apply for a FEBS Distinguished Young Investigator Award or a grant from the FEBS Fellowship Follow-up Research Fund.
12. Past holders of a Long-Term Fellowship may not apply for another Long-Term Fellowship.

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## Related Documents

- [Host Acceptance Form](#)

doc, 30.00 Kb

- [FEBS Fellowship LT and RtE stipends\\_2015 awards](#)

pdf, 109.45 Kb

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