

EMBO Long-Term Fellowships

Guidelines for Applicants

Spring 2016 Selection



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ELIGIBILITY

i. Doctorate degree

- Applicants must hold a doctorate degree or equivalent at the start of the fellowship (but not necessarily at the time of application).
- Applicants who do not hold a PhD degree at the time of application must pass their PhD exam (or equivalent) before they can start their fellowship (i.e. by 15 February 2017 at the latest).
- Applicants who already hold a PhD degree at the time of application are eligible to apply only if they passed their PhD exam (or equivalent) in the two years prior to the respective application deadline (i.e. after 12 February 2014).

Please note: It is the date of the PhD exam not the date of graduation or similar.

Exceptions to this rule are made for applicants with prolonged career breaks due to parental leave and mandatory military/civil service in which case the time of the career break will not be counted. Such career breaks have to be described in detail in the respective section of the online application form.

In case of exceptional personal circumstances, such as prolonged severe illness, exceptions might be granted as well. The Fellowship Office must be contacted prior to submission when claiming an exception due to personal reasons.

ii. Publications

- Applicants must have at least one first (or joint first) author research paper accepted for publication, in press or published in an international peer reviewed journal at the time of application (12 February 2016).
- Only original research articles are taken into account, i.e. review articles and patent applications do not count.

Please note: Publication updates after the application deadline cannot be accepted.

iii. Mobility

EMBO Long-Term Fellowships are mobility fellowships intended to promote international exchange. As a consequence all applications must involve a change of country.

Types of mobility:

- **Applications to work in an EMBC Member State**

Three types of mobility are possible:

- (1) From an EMBC Member State → EMBC Member State
- (2) From an EMBC Associate Member State → EMBC Member State
- (3) From a Non-EMBC Member State → EMBC Member State

Applicants, regardless of nationality, can apply for an EMBO Long-Term Fellowship to work in any EMBC Member State provided there is movement between countries. International laboratories such as EMBL are considered extra-territorial and movement, for example, from a university or institute in Germany to EMBL Heidelberg is therefore permitted.

- **Applications to work in an EMBC Associate Member State**

Two types of mobility are possible:

- (1) From an EMBC Member State → EMBC Associate Member State
- (2) From an EMBC Associate Member State → EMBC Associate Member State

Applicants need to be either EMBC or EMBC Associate Member State nationals and need to have performed their PhD within an EMBC Member State or EMBC Associate Member State.

- **Applications to work in a Non-EMBC Member State**

Only one type of mobility is permitted:

From an EMBC Member State → Non-EMBC Member State

Applicants need to be EMBC Member state nationals and need to have performed their PhD within one of the EMBC Member States. Only 30% of fellowships can be awarded for this category.

Please note:

- *Non-EMBC nationals are not eligible to apply for a fellowship in a Non-Member State.*
- *Non-EMBC nationals with a Ph.D. from an EMBC Member State are not eligible for a fellowship in a Non-Member State.*

- Applications to go to the country in which the PhD was obtained will not be considered.
- Applications to move from a Non-EMBC Member State or EMBC Associate Member State to a Non-Member State cannot be considered regardless of the applicant's nationality.
- Applications to perform research in the country where, on the basis of the CV, the applicant normally works will not be considered.
- Applications for a long-term fellowship to be held in the laboratory, institute or department in which the candidate worked to obtain his or her PhD, or to work again with the candidate's PhD supervisor, no matter where the latter is located, will not be considered.
- Applications to move from one laboratory to another in the same country are only considered if the applicant has not been working in the host country for more than 3 months prior to joining the host laboratory.

iv. Further eligibility rules

- It is possible to apply when the applicant has already started in the host laboratory/at the receiving institute.
Please note: The maximum amount of time spent at the receiving institute/host laboratory must not exceed 7 months at the relevant closing date for application (12 February 2016). Therefore applicants who have started at the receiving institute/host laboratory before 12 July 2015 will not be eligible to apply.
- Candidates can only submit one application/research proposal at each round of selection.
- Applications to work in an industrial research laboratory with a view to developing new products or procedures or to work in a for-profit research organisation will not be considered. However, it is allowed to apply to research centres for basic research, which are endowed by industries.
- Only research proposals that are within the scientific scope of EMBO can be considered.
- Reapplication is permissible only once irrespective of a change of project or change of host lab.

APPLICATION PROCESS

There are two annual deadlines (mid February and mid August) for EMBO Long-Term Fellowships. Applications and supporting documentation (two reference letters, receiving institute acceptance) are only accepted via the EMBO online application system. Firstly, applicants need to register for an EMBO online application account. Once login details for the account have been received it is possible to start an application.

Applicants are advised to read the FAQs and helpful notes when preparing their applications.

Important dates and deadlines

1 January 2016: The online application system opens

8 February 2016, 2 PM Central European Time: Deadline to start an application

Applications must be started BEFORE Monday, 8 February 2016, 2 PM Central European Time, which is before the final submission deadline. No new applications can be started after that. Registration for an EMBO online application account is not sufficient. An application is only regarded as started once information has been entered into the online application form and successfully saved.

12 February 2016, 2 PM Central European Time: Final submission deadline

Applicants are advised to not leave submission to the last minute, as heavy server load might affect system performance.

Please note: It is possible to submit a finished application before the reference letters and/or host acceptance have been submitted. However, it is the applicant's responsibility to ensure that the references and receiving institute acceptance are submitted on time, i.e. by 12 February 2016. Only complete applications, i.e. applications including 2 reference letters and the host acceptance will be considered.

The fellowship office should be informed of any changes in address or email that occur after submission of an application.

SELECTION PROCESS OF EMBO LONG-TERM FELLOWS

All applications are examined at the EMBO Fellowships Office to ensure that they are complete and eligible. Receipt of complete applications will be acknowledged via email within two weeks of the application deadline.

Evaluation criteria

- (1) Previous scientific achievements of the applicant
- (2) Novelty and biological significance of the proposed research
- (3) Appropriateness of the host laboratory/receiving institute for the proposed research and training of the applicant.

First stage of evaluation

All eligible applications are assessed by the Fellowship Committee and around twice the number of available fellowships is selected for an interview. During the pre-screening, the Committee reviews a condensed application form, which consists of the summary of the applicant's main scientific achievements along with the list of publications, the summary and biological significance of the proposed work, justification for choice of the host lab, as well as reference and acceptance letters. All applicants are informed about the outcome of the pre-screening by email approximately six weeks after the application deadline.

Please note: No individual feedback can be provided to applicants rejected at this stage.

Second stage of evaluation

Interview

For applicants who successfully passed the first evaluation step, an interviewer, who is an expert in the area of the application, is selected from among the EMBO Members and EMBO Young Investigators. It is not always possible to have a personal interview for practical reasons. Generally for applicants residing outside the EMBO Member States an interview by phone or video is arranged. Only when it is not possible to arrange a video or phone interview the application will be sent for written evaluation.

Interviews normally take place within 6-10 weeks of the closing date for applications. The interview may take place outside the applicant's country of residence; therefore, applicants must have a valid passport. Candidates may be requested to give a seminar as part of the interview procedure. The interview should take place at the interviewer's convenience and the applicant is responsible for contacting the interviewer.

Interview travel expenses will be reimbursed by EMBO. A claim form will be issued and together with receipts has to be returned to the EMBO Fellowship office in Heidelberg within 4 weeks after the interview. Candidates are expected to travel by second-class rail for journeys of up to 8 hours. Otherwise or in case this is less expensive, air travel (economy class) will be refunded. Subsistence and accommodation expenses are covered by a flat rate daily allowance.

Selection of fellowships

All applications, along with the interview reports, are evaluated by the EMBO Fellowship Committee. The committee then meets to take the final funding decisions. Typically the outcome of the selection is known between 14-16 weeks after the closing date and is published on the EMBO website shortly after the committee meeting. All applicants are informed about the outcome by email within one week of the committee meeting.

Successful applicants may start their fellowship from 1 July 2016.

FELLOWSHIP DURATION

Fellowships are generally awarded for a period of up to 24 months but the Fellowship Committee may also award a shorter period than requested.

It is possible to apply when the applicant has already started at the host laboratory. But note that the maximum amount of time spent at the host laboratory must not exceed 7 months at the relevant closing date for application (12 February 2016). Therefore applicants who have started at the receiving institute before 12 July 2015 will not be eligible.

The maximum time for a combination of previous support and EMBO funding is 36 months in case the laboratory is within an EMBO Member/Associate Member State and 24 months if in a non-EMBO Member State. For example, if an applicant has already been at the receiving institute for 12

months at the start of the EMBO fellowship the applicant will only be eligible for a further 12 months funding in a non-member state (24 months in total) and 24 months in a member or associate member state (36 months in total).

Please note: The minimum fellowship duration that can be requested is 12 months.

The earliest start date for fellowships awarded in the spring 2016 selection will be 1 July 2016. Fellowships must be started within one calendar year from the relevant closing date for applications i.e. by 15 February 2017.

Fellowships are awarded for a specific research project in a particular host laboratory. Therefore the EMBO Fellowship Office has to be informed of any change of project or host laboratory once a fellowship has been awarded. Requests for such changes have to be fully justified and are examined by the Fellowship Committee on a case-by-case basis.

BENEFITS

Stipend

The stipend is a subsistence allowance and is intended to cover the cost of living in the host country. The stipend rate depends on the country being visited.

Dependent child allowance

EMBO fellows are entitled to receive an additional allowance for dependent children under the age of 18.

Child care allowance

For children under the age of six, fellows can claim support for incurred child-care costs up to the amount of €2.500 per year and per child.

Travel allowance

The travel allowance is intended to cover travel costs up to the amount of €5.000 for the fellow and his/her family to and from the receiving institute. The travel allowance further includes half a month's stipend to contribute to relocation costs.

Please note:

- *If the applicant is already at the receiving institute at the time of application or has been working at the receiving institute/host laboratory for more than 6 months at the start of the fellowship, the travel allowance will not be paid.*
- *If the fellowship is terminated within 6 months the entire travel allowance will have to be returned.*
- *If the fellowship is terminated between 6 and 12 months half of the travel allowance will have to be repaid.*
- *In the event of early termination of the fellowship, any payments made after the date of termination will have to be repaid.*

Parental leave

Fellows whose children were born during their fellowship are entitled to 3 months paid parental leave. Fellows who take parental leave during the fellowship may request an extension of their fellowship for a period of up to 3 months. This extension has to be requested by the host supervisor at the end of the fellowship. Parental leave has to begin within 6 months of the birth of a child.

Fellows should inform the Fellowship Office of their intention to take parental leave.

Part-time work

For child-care reasons it is possible to work part-time during the fellowship.

Please note: The maximum fellowship duration (full-time plus part-time) must not exceed 36 months.

EMBO Private Pension Scheme

Participation in the scheme is open to all EMBO Long-Term Fellows. The scheme is administered by MLP and pension funds are managed by Allianz. The plan offers a benefit package that optimally suits the needs of highly mobile scientists.

During the fellowship period EMBO functions as the policyholder and the fellows' contributions are directly deducted from the stipend. EMBO matches the fellows' contributions up to €100 per month. After the fellowship ends the policy is transferred to the fellow.

In case a fellow voluntarily contributes to another pension scheme, the EMBO might be able to contribute towards the existing scheme.

EMBO Fellows' Network

All fellows can join EMBO FellowsNet, a web-based portal for current and previous fellows, that allows them to stay connected with the EMBO community.

At the end of the fellowship, fellows are invited to attend the EMBO Fellows' Meeting. This annual event allows participants to present their research, share experiences, and establish collaborations and contacts. It is also an opportunity to meet the EMBO staff and give feedback and suggestions on the programme.

Laboratory Management Courses

EMBO Long-Term Fellows are entitled to attend a Laboratory Management Course for postdocs free of charge at the end of their fellowship.

EMBO Non-Stipendiary Fellowship

In case of early termination or non-acceptance of the EMBO Long-Term Fellowship, due to funding from another source, long-term fellows can become holders of a non-stipendiary fellowship. EMBO Non-Stipendiary Fellows are entitled to join the EMBO Fellows' network, attend the Fellows' Meeting and the Laboratory Management Course for postdocs free of charge at the end of their fellowship.

Please note: It is not possible to directly apply for a non-stipendiary fellowship. Non-stipendiary fellowships are only offered to applicants who obtained another source of funding after they were awarded the EMBO Fellowship. Applicants who receive another award during the evaluation period and cannot guarantee that they will take up the EMBO fellowship for at least 12 months will not be able to proceed with their application.

EMBC MEMBER STATES

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

EMBC ASSOCIATE MEMBER STATES

India, Singapore

CONTACT DETAILS EMBO FELLOWSHIP OFFICE

For any queries please contact: fellowships@embo.org

Postal address: EMBO Fellowship Office

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