

# EMBO Long-Term Fellowships

Guideline for Applicants

Autumn 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 August 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 August 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 extraordinary 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 August 2016). In the case of shared first authorship please keep the order of authors as they appear on the original publication.
- We require all applicants to register for [ORCID iD digital identifiers \(iDs\)](#) to ensure unambiguous name assignment. Registration takes less than two minutes, and adoption of digital identifiers enables accurate attribution and accurate candidate identification.
- In your publication list, please indicate your three most important publications, i.e. the three primary research papers that in your view provided the most important and original contributions to scientific knowledge irrespective of journal name and impact factor. Do NOT add the journal impact factor. EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA, <http://www.ascb.org/dora/>), which recommends "not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual scientist's contributions, or in hiring, promotion, or funding decisions".
- Papers published in preprint servers (arXiv, BioRxiv, PeerJ...) will be taken into consideration, but at least one first-author article in an international peer reviewed journal is required at the time of application (see above). Papers submitted or in preparation, but not yet accessible to the community, will not be considered and should not be included in the list of publications.
- Only original research articles are taken into account, i.e. review articles and patent applications will not be considered. Similarly, abstracts of presentations at conferences are not considered publications.

*Please note: Publication updates after the application deadline will not be considered.*

### 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 for a fellowship in a Non-EMBC Member State.*
- *Non-EMBC nationals with a PhD from an EMBC Member State are not eligible for a fellowship in a Non-EMBC Member State.*
- *Applications to move from a Non-EMBC Member State or EMBC Associate Member State to a Non-Member State will not 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 country 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 provided that the amount of time spent at the receiving institute/host laboratory does not exceed 7 months at the relevant closing date for application (12 August 2016). Therefore applicants who have started at the receiving institute/host laboratory before 12 January 2016 will not be eligible.
- Candidates can only submit one application for one project at one host laboratory at each round of selection.
- Applications to work in an industrial research laboratory with a view to developing new products or procedures will not be considered. However, applications to work in research centres for basic research that are endowed by for-profit organizations are welcome.
- 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.

#### **v. Research integrity**

EMBO expects responsible conduct of research from its awardees and is engaged in providing educational tools to best provide this information to scientists. This extends not only to the activities of scientists at the bench or computer, but also to issues of research integrity in the writing and publication of research results, as well as the roles of scientists in society.

The application form contains questions relevant to the use of human materials in research, including human embryonic stem cells, use of animal models and, in general, potential ethical issues. All the research activities carried out with the support of an EMBO Fellowship shall be **in compliance with fundamental ethical and research integrity principles**, such as those set out in the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research (<http://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/index.html#xbasic>), and in the Singapore Statement on Research Integrity (<http://www.singaporestatement.org/statement.html>).

In line with our commitment with these initiatives, we require all our fellows to complete an online course on research integrity (Epigeum, <https://researchintegrity.epigeum.com>) during the first three months after accepting their fellowship in order to be eligible for the second year of the grant. The cost of the course is covered by EMBO.

## **APPLICATION PROCESS**

There are two annual deadlines (mid February and mid August) for EMBO Long-Term Fellowships. Applications must be written in English. Applications and supporting documentation (two reference letters and the acceptance letter from the receiving institute) are only accepted via the EMBO [online application system](#). Please keep in mind that one of the reference letters should be from your PhD supervisor and none of the reference letters can come from referees in the receiving institute.

First, 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](#) when preparing their applications.

### **Important dates and deadlines**

**1 July 2016:** [The online application system opens](#)

**8 August 2016, 2 PM Central European Summer Time:** [Deadline to start an application](#)

Applications must be started BEFORE Monday, 8 August 2016, 2 PM Central European Summer Time, which is before the final submission deadline. No new applications can be started after that.

**\*\*\*Please note\*\*\*: Registration for an EMBO online application account is not sufficient. An application is only regarded as started once some information has been entered into the online application form and successfully saved.**

**12 August 2016, 2 PM Central European Summer 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 August 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 Fellowship 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. Unless demonstrable technical errors occur on our side, incomplete applications will be immediately rejected. **NO EXCEPTIONS** will be made.

### **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: pre-screening**

Usually three, but at least two members of the Fellowship Committee assess each eligible application. The number of applications selected for an interview is around twice the number of available fellowships in each round. 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. The committee scores applications, but due to the large number of applicants committee members cannot include any individualised comments in their assessments.*

### **Second stage of evaluation**

#### **Interview**

For applicants who successfully pass the first evaluation step, an interviewer, who is an expert in the applicant's area of research, is selected from among the EMBO Members and EMBO Young Investigators. For practical reasons, for instance for applicants residing outside EMBC Member States, it is not always possible to have a personal interview and an interview by phone or videoconference is usually arranged. If an interview cannot be arranged at all, the application will be sent for written evaluation.

Interviews normally take place within 6-10 weeks of the closing date for applications. Interviews often require the applicant to travel outside their country of residence; it is the applicant's responsibility to make sure they have all required documents in order before they travel.

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. **DO NOT SEND SCANNED VERSIONS OR COPIES OF THE RECEIPTS.** We require the original receipts and invoices in order to proceed with the reimbursement. 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**

Five to seven members of the EMBO Fellowship Committee evaluate independently each application selected for the second stage, along with the respective report from the interviewer. The committee then meets to take the final funding decisions. Typically the committee meets around 15-17 weeks after the closing date and the outcome of the selection is published on the EMBO website shortly after. All applicants are informed about the outcome by email within one week of the committee meeting.

Successful applicants may start their fellowship between 1 January 2017 and 15 August 2017 (see below). Due to practical limitations, fellowships can only start on either the 1<sup>st</sup> or the 15<sup>th</sup> of each month.

## 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.
- As mentioned above, 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 August 2016). Therefore applicants who have started at the receiving institute before 12 January 2016 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 EMBC Member/Associate Member State and 24 months if in a non-EMBC 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 autumn 2016 selection will be 1 January 2017. Fellowships must be started within one calendar year from the relevant closing date for applications i.e. by 15 August 2017.
- Fellowships are awarded to candidates and not host institutions. However, the selection process also takes into consideration the specific research project proposed by the candidate and the suitability of the host laboratory. Therefore, the EMBO Fellowship Office has to be informed of any intention to change the research project or the 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 intended to cover the cost of living in the host country. The EMBO Long-Term fellowship does not cover bench fees, overheads, funds for consumables or any other financial benefits to the host supervisor or the receiving institute. The [stipend rate](#) depends on the country being visited and might be subject to taxation. **We cannot advise on national tax regulations and we recommend fellows to contact the relevant authorities in the host country.** In the event of early termination of the fellowship, any payments made in advance for periods after the date of termination will have to be reimbursed to EMBO.

### **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 the first 6 months, the entire travel allowance will have to be returned.*
- *If the fellowship is terminated within the 7<sup>th</sup> month and up to 12 months, half of the travel allowance 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.*

### **Private Pension Schemes**

Fellows are encouraged to enroll in private pension schemes of their choice. During the fellowship period, EMBO will match the fellows' contributions up to €100 per month paid at the end of each year, provided that the following conditions are met:

- 1) The scheme is a proper pension scheme and not any other type of financial product (life insurance, investment account, etc.).
- 2) The scheme is transferable to another country, at minimum within Europe.

### **EMBO Fellows' Network**

All fellows can join the [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 the [EMBO Fellows' Meeting](#) and once every two years, fellows residing in North America are invited to the [US Fellows' Meeting](#). These events bring fellows together in a friendly atmosphere. Fellows are asked to present their research, share experiences, and establish new 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 offered free access to the EMBO [Laboratory Management Course](#) for postdocs at the end of their fellowship.

Please note that due to budget restrictions waivers are available only to a limited number of EMBO Long-Term Fellows, both previous and current. Places are granted on a strict first come, first served policy. The waiver is available only within 5 years of being awarded the fellowship (counting from January 1<sup>st</sup> of the year of the award, 1 January 2011 for 2016 courses) and only if the fellowship is held for at least 6 months.

The waiver covers the Laboratory Management Course for Postdocs and accommodation. Travel costs are not included. Fellows are given priority to courses organised around the EMBO Fellows Meeting each year to avoid extra travel expenses.

### **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, if they hold the fellowship for at least 6 months, 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 decline the already awarded EMBO Fellowship or terminate it early. 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 be excluded from the selection process.*

### **EMBC MEMBER STATES**

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

### **EMBC ASSOCIATE MEMBER STATES**

India, Singapore

### **CONTACT DETAILS EMBO FELLOWSHIP OFFICE**

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