

EMBO Short-Term Fellowships

Guidelines for Applicants

Version October 1, 2016



Purpose

EMBO Short-Term Fellowships are for research visits of up to three months between laboratories in EMBC Member States, Associated Member States or Cooperation Partners (see below).

EMBO Short-Term Fellowships are not awarded for exchanges between two laboratories within the same country¹. Short-Term Fellowships are intended for joint research work rather than consultations, preferably to establish new scientific relationships, but also to maintain existing ones.

Only in **exceptional cases** will EMBO Short-Term fellowships be awarded for research visits outside the countries listed above. For such cases, it is essential that a justification be provided why there is no appropriate expertise or technology in EMBC Member States, Associated Member States or Cooperation Partners.

Applications from outside EMBC Member States, Associated Member States or Cooperation Partners will not be considered.

Eligibility

The applicant must be an active research scientist at any stage in their career (minimum PhD student level) with at least **one year** of research experience.

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**. Reapplication is only possible twelve months after the end of the previous Short-Term Fellowship or in the case of unsuccessful applicants, the date of application. **Applications to work with former PhD or postdoc supervisors will not be considered.**

It is possible to hold both an EMBO Short-Term and Long-Term Fellowship at the same time, provided that the Short-Term Fellowship is used to fund a short research exchange within the context of the same project funded by the Long-Term Fellowship.

In order for the home laboratory to benefit from the exchange, on completion of the fellowship applicants must return to their home laboratory for **at least six months**. A signed letter from the home institution after this period is required as proof.

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

¹ *International laboratories such as EMBL are technically extraterritorial and movement e.g. from Germany to EMBL Heidelberg is, therefore, permitted.*

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

Applications with a view to developing new products or procedures will not be considered if the project involves industrial research laboratories or the product is developed for commercial purposes. Similarly, applications for the exclusive purpose of training in a technique rather than as a component of a wider research project, will not be considered for funding.

It is not possible to apply for an EMBO Short-Term Fellowship if other, parallel exchanges are planned to take place between the home and the host laboratories during the planned fellowship duration. Short (one- or two-days) visits or seminar invitations are not considered in this category.

If the applicant has secured additional funds or grants from other institutions to support the proposed visit, the applicant must notify the EMBO Fellowship Office immediately.

Application

All applications must be written in English.

All applicants must register for [ORCID digital identifiers \(iDs\)](#) to ensure unambiguous name assignment.

There are no deadlines for applications and awards are being made throughout the year. However, it is recommended that applications **are complete at least three months prior to the proposed start date**. In any case, applications must be complete before the start date of the project.

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

The proposed host institute has to submit a signed acceptance form by e-mail. Forms can be downloaded from the [EMBO Short-Term Fellowships website](#). It is the applicant's responsibility to ensure that the two references and the host institute acceptance form are sent to the EMBO Fellowship Office.

Please note: An application is only complete once both referee letters and the host institute acceptance forms have been received. Upon completion of an application, the EMBO Fellowship Programme office will acknowledge receipt and will assign a short-term fellowship reference (ASTF) number.

The application for EMBO Short-Term Fellowships is electronic only. **Hard copies will not be processed.** This refers to all relevant documents including

not only the application form, but also the reference letters and the host institute acceptance form.

Project proposal, synopsis of current work and future plans

The research proposal should be **well argued and written by the applicant**. The proposal is subdivided in three parts: a 200-word summary, a 200-word explanation outlining the biological significance of the proposed work and the research proposal itself, which must not exceed 1500 words (excluding references).

The research proposal should explain the background of the research project and contain **a detailed outline of the work to be performed at the host institute**. **No figures or tables may be included**. References in the research proposal should include the **complete list of authors** followed by the **title** of the paper, **year, journal or preprint server name** and details on volume, page numbers, etc.

Please keep in mind that all the research activities supported by EMBO Fellowship Programme must 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](#), and in the [Singapore Statement on Research Integrity](#). These refer to questions relevant to the use in research of human materials, including human embryonic stem cells, use of animal models and, in general, any other potential ethical issues that may arise during the applicant's daily research activities. Applicants may be asked to provide evidence that their planned research conforms to the relevant regulations that apply at the host and home institutions.

The synopsis of work performed at the home institute should allow the reader to appreciate both the applicant's past experience and its relevance to the proposed research topic. Applicants must clearly communicate their career plans for the period following the short-term fellowship.

In the publication list, applicants must indicate their three (or fewer) most important publications, i.e. the three primary research papers that in your view provided the most important and original contributions to scientific knowledge. Applicants must NOT include the journal impact factor. EMBO is a signatory of the San Francisco Declaration of 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 (e.g. arXiv, bioRxiv, PeerJ) will also be taken into consideration. Papers submitted or in preparation, but not yet accessible to the community, will not be considered and must not be included

in the list of publications. **Publication updates after the application is complete will not be accepted.**

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 judged on the following criteria:

- CV of the candidate, and in particular research experience.
- Quality of the project to be developed in the host laboratory (novelty, feasibility).
- The suitability of the host laboratory for the proposed work.
- Value of the exchange for the laboratories involved (collaboration, co-publication).

Benefits

The fellowships contributes towards travel costs and subsistence of the fellow but not of any dependents. The [subsistence rate](#) depends on the country being visited.

Final report

At the end of your fellowship applicants are asked to provide EMBO with a report of their activity at the host institute. The report should be sent to fellowships@embo.org.

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

The final report must be submitted to the fellowship office within 3 months of completing the research visit. The report should be about two pages, and should summarize the results as well as possible plans for further work to be undertaken. It may include diagrams, charts or illustrations. Upon receipt of the final report, the EMBO office will send a certificate stating the start date and duration of the fellowship, the place the place where it was held, the ASTF number and the title of the project developed.

Applicants must provide a **letter signed by their home institution** certifying that **they have returned to work there** for at least 6 months after the completion of the EMBO Short-Term Fellowship.

EMBC Member States

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

EMBC Associate Member States

India, Singapore

EMBC Cooperation Partners

South Africa, Ministry of Science and Technology of Taiwan

Contact details EMBO Fellowship Office

For any queries please contact: fellowships@embo.org