

EMBO Long-Term Fellowships

Application guidelines

Table of Contents

Eligibility	3
PhD degree	3
Publications	3
Mobility	4
Other eligibility rules	4
Application process	5
Selection process	6
Evaluation timeline	6
Benefits	7
Annex I – Online application form preview	10

EMBC Member states: Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

EMBC Associate Member States: India, Singapore

Countries / territories covered by a co-operation agreement: Chile, Taiwan

EMBO subject areas: Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

Contact: fellowships@embo.org

Guidelines for EMBO Long-Term Fellowship applications

Application for an EMBO Long-Term Fellowship is via an online application system as described below.

Applications are accepted throughout the year. Applications received before the second Friday of February at 14:00 CET will enter the Spring Selection Round. Applications received before the second Friday of August at 14:00 CEST will enter the Autumn Selection Round.

Eligibility

Applications are accepted from candidates who meet the following criteria:

PhD degree

Applicants must hold a PhD degree or equivalent at the start of the fellowship, but not necessarily at the time the application is complete.

Applicants who already hold a PhD degree are eligible if they obtained their PhD degree during the two years prior to the date the application is complete.

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. Additional exceptions might be made on a case-by-case basis for extraordinary personal circumstances, such as severe illness. The Fellowship Office can provide further information and must be contacted prior to submitting a claim for an exception.

Candidates with a medical degree (M.D.) are eligible to apply for an EMBO Long-Term Fellowship provided they hold a PhD (MD-PhD programme) or have appropriate research experience that is comparable to a PhD. Please contact the EMBO Fellowship office prior to submission.

Publications

Applicants must have at least one first (or joint first) author research paper accepted for publication or published in an international peer reviewed journal at the time the application is complete.

EMBO will not consider:

- Papers submitted or in preparation not yet accessible to the community,
- Review articles and patent applications,
- Abstracts of presentations at conferences,
- Publication updates after application.

EMBO will consider papers published on preprint servers (arXiv, BioRxiv, PeerJ., etc), but a first-author publication in an international peer-reviewed journal is still a requirement.

Do NOT indicate 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”.

Publication updates after the application is complete are not allowed without re-opening the application (see APPLICATION PROCESS).

Mobility

EMBO Long-Term Fellowships are intended to promote international exchange. As a consequence all applications must involve a change of country. Please note that international laboratories such as EMBL are considered extra-territorial and hence movement, for example, from a university or institute in Germany to EMBL Heidelberg is permitted.

a) Applications to work in an EMBC Member State

Applicants, regardless of their nationality or the country in which they obtained their PhD, can apply for an EMBO Long-Term Fellowship to work in any EMBC Member State provided there is international mobility (see list of EMBC Member States on page two).

b) Applications to work in an EMBC Associate Member State or Countries / territories covered by a co-operation agreement

Applicants who wish to work in an EMBC Associate Member State or a Country / territory covered by a co-operation agreement are eligible if they move from, are nationals of and have performed their PhD in

- an EMBC Member State or
- an EMBC Associate Member State or
- a Country / territory covered by a co-operation agreement.

c) Applications to work in a Non-EMBC Member State

Applicants must move from an EMBC Member State, must be nationals of an EMBC Member State and must have performed their PhD in one of the EMBC Member States. A maximum of 30% of fellowships are awarded in this category.

Please note:

Applications to move from one laboratory to another in the same country are eligible if the applicant has been working less than six months in the country at the time the application is complete. Similarly, candidates can apply if they have already started working in the host laboratory, but only if they have been working there for less than six months at the time the application is complete.

Not eligible for an EMBO Long-Term Fellowship are:

- Applicants wishing to work in the country in which they officially obtained their PhD, where they developed their PhD studies, or to work again with the candidate's PhD supervisor, no matter where the latter is located. Applicants who worked in more than one country during their PhD should contact the Fellowship Office to determine their eligibility to go to any of those countries.
- Applicants wishing to return to a laboratory where they have worked in the past for more than three months, either in one or in several visits.

Other eligibility rules

Scientific scope

Research proposals must be within EMBO's scientific scope (EMBO subject areas are listed on page two). A more detailed description can be found at <http://www.embo.org/about-embo/subject-areas>

Number of applications per selection round

Candidates may only submit one application, for one project, at one host laboratory at each round of selection.

Re-application

Re-application is permitted only once, irrespective of a change of project or change of host lab. Candidates can re-apply for the next round of selection while a decision is being made on their first application, but they should re-apply only if they will not be eligible after the decision on the first one is made.

Industrial research laboratories and applied projects

Applications to work in an industrial research laboratory with the intention to develop new commercial 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 eligible.

While projects with an aim to develop an application or device based on biological knowledge or entities are not necessarily excluded, there has to be a fundamental biology question behind the project. Development of technologies that enable biological discovery (microscopy, PCR, etc.) will also be considered.

Application process

Applications for an EMBO Long-Term Fellowship are accepted via the EMBO [online system](#).

There are no application deadlines for EMBO Long-Term Fellowships, but there are two cutoff evaluation dates:

Second Friday of February, 2 PM Central European Time: Complete applications up to this date will enter the Spring Selection Round. Results for this round will be announced at the beginning of June.

Second Friday of August, 2 PM Central European Summer Time: Complete applications up to this date will enter the Autumn Selection Round. Results for this round will be announced at the beginning of December.

Although the online application system will be open throughout the year, the system may be closed for short periods after each selection deadline for technical and maintenance purposes and occasional downtimes may occur at any point. Candidates must take these potential issues into consideration during their application process.

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.

Applications must be written in English and no special formatting is allowed. Similarly, figures and tables cannot be included in the application.

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 must be from the PhD supervisor and none of the reference letters can come from referees in the receiving institute.

No application can be completed without all the information required, including the two reference letters and the acceptance letter from the receiving institute.

The date (according to Central European (Summer) Time) on which the candidates confirm that their application is complete is the reference date for eligibility and evaluation. Changes in address or email that occur after submission of an application are the only changes permitted after the application is confirmed as complete without re-opening it. All other changes, including publication updates, will require the office to re-open the application and **this will cause a change in the submission date to the date in which the application is again complete and submitted. Please note that this may cause the application to become ineligible.**

Please note: Registration for an EMBO online application account is not sufficient to enter the corresponding evaluation round. **An application is only regarded as complete once all the required information is submitted AND the candidate confirms completion.** Applications completed after 14:00 CE(S)T on the day of the evaluation deadline will enter the next evaluation round. **NO EXCEPTIONS WILL BE MADE.**

For a detailed description of the information that will be requested during the application process, screenshots of the online form are included in **Annex I**.

Selection process

The EMBO Fellowship Committee is looking for the best and most promising young researchers in Europe. The primary selection criterion applied by all EMBO committees is scientific excellence.

Aspects considered in particular by the EMBO Fellowship Committee when making their decision:

Scientific achievements of the applicant

- Scientific contributions and CV.
- Performance of the applicant based on reference letters.

Project proposal

- Quality, novelty and biological significance of the proposed research.
- Coherent and logical presentation of the research project.
- Applications to continue exploring a topic similar to the PhD project, usually receive lower priority for funding.

Host laboratory

- Suitability of the host laboratory for the proposed research project and training of the applicant.
- Scientific achievements of the host laboratory.

Applications to work with host laboratories with which the candidate has collaborated in the past or to develop a project on a similar topic to the candidate's PhD work generally receive lower priority for funding.

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.

Evaluation timeline (times are approximate)

0-5 weeks after cutoff date. First stage of evaluation: pre-screening

All complete applications are screened by the EMBO office to ensure eligibility requirements are met. Each eligible application is then assessed by three members of the Fellowship Committee.

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 five to six weeks after the cutoff date. The number of applications selected for the second stage of evaluation is around twice the number of available fellowships in each round.

Please note that no feedback will be provided to applicants rejected at this stage. The committee scores applications, but due to the large number of applicants committee members evaluate, they cannot include any individualized comments in their assessments.

6-14 weeks after cutoff date. 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, it is

not always possible to have a personal interview and an interview by videoconference will be arranged instead. If an interview cannot be arranged at all, the application will be sent for written evaluation.

Interviews often require the applicant to travel outside their country of residence; it is the applicant's responsibility to arrange the interview with the interviewer and to make sure they have all required documents in order before they travel. Candidates must give a seminar as part of the interview procedure. The interview should take place at the interviewer's convenience.

Interview travel expenses will be reimbursed by EMBO. The most economical and reasonable form of transportation (economy class flight, second class rail) must be chosen. 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 **MUST NOT SEND SCANNED VERSIONS OR COPIES OF THE RECEIPTS**. We require the original receipts and invoices in order to proceed with the reimbursement. Subsistence and accommodation expenses are covered by a flat rate daily allowance depending on the country visited.

14-17 weeks after cutoff date. Third stage of evaluation: selection

Five members of the EMBO Fellowship Committee evaluate independently and in full 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 and a **preliminary** list of awarded applications is published on the EMBO website within one week of committee meeting. All applicants are officially informed about the outcome by email within one week of the committee meeting.

Successful applicants in the Spring Selection Round of the year must start their fellowship between July 1st of that year and February 15th of the following year. Successful applicants in the Autumn Selection Round of the year must start their fellowships between January 1st and August 15th of the following year. Due to practical limitations, fellowships can only start on either the 1st or the 15th of each month.

Benefits

Fellowship Duration

Fellowships are awarded for a period of 24 months although shorter durations can be requested. The minimum fellowship duration that can be requested is 12 months.

Stipend

The stipend is solely 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 a country-specific additional allowance for dependent children under the age of 18. See the [stipend rate](#) sheet for further information.

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 fellowship year and per child. The corresponding amount is prorated according to the fraction of the year in which child-care expenses were incurred.

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 the application is complete 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 7th 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 are entitled to an extension of their fellowship for an equivalent period. 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 must 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 (50% or 75% of full time) during the fellowship.

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

Private Pension Schemes

EMBO offers participation in a private pension scheme, which is open to all EMBO Long-Term Fellows. The scheme is administered by MLP and pension funds are managed by Barmenia. 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, EMBO will also match the fellows' contributions up to €100 per month paid at the end of each year, provided that the following conditions are met:

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

EMBO Fellows' Network

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.

EMBO encourages prospective fellows to follow the programme in [Facebook](#) and Twitter (@EMBOComm #EMBOFellows) for further information and events. This is also a great opportunity to meet and connect with your colleagues.

EMBO Laboratory Leadership Courses

EMBO offers its Long-Term Fellows a limited number of free places on the EMBO Laboratory Leadership Course for Postdocs. Fee waivers are granted to fellows at the end of their fellowship within 5 years of being awarded the

fellowship (counting from January 1st of the year of the award, i. e., 1 January 2012 for 2017 courses) and only if the fellowship had been held for at least 6 months.

The waiver covers the Laboratory Leadership Course for Postdocs and accommodation. Travel costs are not included. Fellows are given priority to courses organized around the time of EMBO Fellows' Meetings (either in Heidelberg or the US) to avoid additional 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 attend the Fellows' Meetings and, if they hold the fellowship for at least 6 months, the Laboratory Leadership 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.

Last revision: August 2018

ANNEX I – Online application form

Read this first	<h3>BEFORE YOU PROCEED</h3> <p>This is a multi-part form that can be completed without following a specific sequence. Please use the tabs in the navigation bar on the left to move back and forth between the different sections.</p> <p>You may save the content of the form at any time by clicking on the "Save Progress" button in the left navigation bar. The form will also auto-save any changes you have made to its contents at regular intervals.</p> <p>Email requests to the receiving institute (proposed supervisor) and referees will be sent by the system as soon as valid recipient names and email addresses have been entered, and as soon as the recipients have been activated with the respective check boxes. Enter this information as soon as possible – even if you have not completed the rest of your application – to avoid unnecessary delays.</p> <p>PLEASE NOTE: It is your responsibility to ensure that all supporting documents (reference and receiving institute acceptance forms) are received in time. You will not be able to submit the application form as complete without those supporting documents.</p> <p>Take special care not to exceed the character or word count limits imposed on certain fields. Your application cannot be submitted as "complete" with those limits exceeded.</p> <p>Once you have filled in all required (*) fields and submitted the form with the "Form complete" box ticked, you will no longer be able to modify your application. However, a printable summary of the entire application will be displayed for your reference upon final submission, and will stay available on your home page afterwards.</p> <p>Your final application number (i.e. ALTF number) will be assigned after the cutoff date and will be sent to you in a separate acknowledgment email, usually within 2 weeks after the cutoff date.</p> <p>Only applications that are submitted as complete at the cutoff date and time can be considered. There will be no extensions and no exceptions for late or incomplete applications.</p> <p style="text-align: center;">ANNUAL CUTOFF DATES / TIMES:</p> <p style="text-align: center;">Second Friday in February, 14:00:00 Central European Time (CET)</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Second Friday in August, 14:00:00 Central European Summer Time (CEST)</p> <p>IMPORTANT: Please be sure to have read and understood the information on our website and in the Long-Term Fellowships Guidelines (PDF), in particular the eligibility criteria for the award of EMBO Long-Term Fellowships.</p> <h3>APPLICANT</h3> <p>NOTE: Your registration profile details i.e. title, name and email address (greyed out below) can only be changed via the Account Settings page. Please ensure that your name is spelled correctly and in mixed case lettering (ie "Jane Smith" rather than "jane smith" or "Jane SMITH").</p> <p>Title* <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Dr <input type="radio"/> Prof.</p> <p>First name* <input type="text"/> Last name* <input type="text"/></p> <p>Citizenship* <input type="text" value="Choose"/></p> <p>Date of birth* <input type="text"/></p> <p>Gender* <input type="radio"/> Male <input type="radio"/> Female</p> <p>ORCID* Format your ORCID identifier as xxxx-xxxx-xxxx-xxxx. See http://orcid.org/ for details. <input type="text"/></p> <p>Contact address* <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Town* <input type="text"/> Post code* <input type="text"/></p> <p>Country* <input type="text" value="Choose"/></p> <p>Telephone number <input type="text"/> Email address* <input type="text"/></p>
Referees	
Receiving Institute	
Proposed Work	
Present Position	
PhD & Post-Doc	
Other Grants	
Scientific CV	
Admin Section	
Finish Submission	
Save Progress - Status	
Save Progress	

Read this first	Please add names and addresses of two persons (not from the receiving institute) from whom confidential scientific references will be requested. One of the referees must be your PhD supervisor. Add this information as soon as possible - even if you have not completed the rest of your application. The system will send an automatic request email to your referees soon after you mark the corresponding "Activate referee" checkbox.	
Referees	Confirm with your referees that they receive this email, otherwise contact fellowships@embo.org . IMPORTANT: Reference letters are limited to 400 words (~1 page). Please confirm with your referees that they are aware of this length restriction.	
Receiving Institute	NAME AND ADDRESS OF REFEREE 1	
Proposed Work	Title* <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Dr <input type="radio"/> Prof.	
Present Position	First name*	Last name*
PhD & Post-Doc	Is this referee your PhD supervisor?* <input type="radio"/> Yes <input type="radio"/> No (Note: one of your letters of reference MUST come from your PhD supervisor.)	
Other Grants	Institute Address*	Telephone number
Scientific CV		Fax number
Admin Section		Email address*
Finish Submission	Town*	Post code*
	Country*	Choose <input type="button" value="v"/>
	Activate referee 1*	
	<p>IMPORTANT: If the option "Activate this referee" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a letter of reference to this person. Please note that you will no longer be able to change name or email address of the referee after the form has been saved with the "Activate this referee" option selected. Contact fellowships@embo.org if you need assistance modifying this information.</p> <input type="checkbox"/>	
	NAME AND ADDRESS OF REFEREE 2	
	Title* <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Dr <input type="radio"/> Prof.	
	First name*	Last name*
	Is this referee your PhD supervisor?* <input type="radio"/> Yes <input type="radio"/> No	
	Institute Address*	Telephone number
		Fax number
		Email address*
	Town*	Post code*
	Country*	Choose <input type="button" value="v"/>
	Activate referee 2*	
	<p>IMPORTANT: If the option "Activate this referee" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a letter of reference to this person. Please note that you will no longer be able to change name or email address of the referee after the form has been saved with the "Activate this referee" option selected. Contact fellowships@embo.org if you need assistance modifying this information.</p> <input type="checkbox"/>	

Read this first	Please add the name and address of the receiving institute supervisor, from whom an acceptance letter will be requested. Add this information as soon as possible – even if you have not completed the rest of your application. The system will send an automatic email of request to your proposed supervisor. The receiving institute acceptance form should only be submitted online; no hard copies are required.
Referees	
Receiving Institute	Check with your receiving institute that they received this email, otherwise contact fellowships@embo.org .
Proposed Work	RECEIVING INSTITUTE
Present Position	Please give your starting date (or planned starting date) at the receiving institute*
PhD & Post-Doc	IMPORTANT: Be sure to follow the Guidelines for Applicants (PDF). This date might not necessarily be the same as your start date for the fellowship. <input type="text"/>
Other Grants	Institute Address* <input type="text"/>
Scientific CV	... line 2 <input type="text"/>
Admin Section	... line 3 <input type="text"/>
Finish Submission	... line 4 <input type="text"/>
Save Progress - Status	Town* <input type="text"/> Post code* <input type="text"/>
Save Progress	Country* <input type="text" value="Choose"/>
	SUPERVISOR
	Title* <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Dr <input type="radio"/> Prof.
	First name* <input type="text"/>
	Last name* <input type="text"/>
	Telephone number <input type="text"/> Fax number <input type="text"/>
	Email address* <input type="text"/>
	Activate this contact* <p>IMPORTANT: If the option "Activate this contact" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a Receiving Institute Acceptance Form to this person. Please note that you will no longer be able to change name or email address of the contact after the form has been saved with the "Activate this contact" option selected. Contact fellowships@embo.org if you need assistance modifying this information.</p> <input type="checkbox"/>
	INSTITUTE DIRECTOR
	Title* <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Dr <input type="radio"/> Prof.
	First name* <input type="text"/>
	Last name* <input type="text"/>
	JUSTIFICATION
	FORMATTING GUIDELINES FOR REFERENCES:
	(i) Include the complete list of authors followed by year, full titles, Journal, volume and pages;
	(ii) Add an asterisk (*) behind your host supervisor's name in the authors' list;
	(iii) In the case of shared first authorship with equal contributions, please keep the order of authors as they appear on the original publication and add a statement like "(AG and FT contributed equally to this work)" underneath the reference;
	(iv) Use "... or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.
	Formatting example: Thiru A, Nietispach D, Mott HR*, Okuwaki M, Lyon D, Nielsen PR, ... Laue ED. (2004) Structural basis of HP1/PKXXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. 23: 489-499
	Only list published papers, papers accepted for publication and papers available to the community through preprint servers.
	Please list 3 key publications of the host laboratory in the area of your proposed research.* <input type="text"/>
	Please briefly describe your personal motivation to choose this particular laboratory for your postdoctoral training.* (max. 200 words) <input type="text"/> 0 / 200 Words
	In case your host laboratory is located in a non-EMBC state, please list other laboratories in EMBC Member States / Associate Member States where similar work could be carried out. (max. 100 words) <input type="text"/> 0 / 100 Words

Read this first	PROPOSED WORK
Referees	Project title*
Receiving Institute	<input type="text"/>
Proposed Work	
Present Position	Summary and biological significance of the proposed research*
PhD & Post-Doc	Please provide a 250-word summary of the proposed activity and the biological significance of the project.
Other Grants	<input type="text"/>
Scientific CV	0 / 250 Words
Admin Section	Proposed work at the receiving institute*
Finish Submission	Please provide a synopsis of the proposed activity at the receiving institute. This must be written by the applicant and may not exceed 1,500 words. Do NOT include a list of referenced literature in this place but use the following field instead.
	<input type="text"/>
	0 / 1500 Words
<input type="button" value="Save Progress - Status"/>	
<input type="button" value="Save Progress"/>	
	Literature references for proposed work*
	FORMATTING GUIDELINES FOR REFERENCES:
	(i) Include the complete list of authors followed by year, full titles, journal, volume and pages;
	(ii) Use "... or 'et al.'" ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.
	Formatting example: Thiru A, Nietlispach D, Mott HR, Okuwaki M, Lyon D, Nielsen PR, ... Laue ED. (2004) Structural basis of HP1/PXVXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. 23: 489-499
	Only list published papers, papers accepted for publication and papers available to the community through preprint servers.
	Use this space for a complete list of references for the above proposal, including full bibliographic details.
	<input type="text"/>
	Keywords*
	List 5 short keyword terms to describe the proposed research. Separate those terms with "/". (max 20 words)
	<input type="text"/>
	0 / 20 Words
	Subject area 1* <input type="button" value="Choose a subject area"/>
	Subject area 2* <input type="button" value="Choose a subject area"/>
	Proposed starting date of the fellowship*
	Possible start dates are (a) between 1 July of the same year and 15 February of the next year for the February deadline; or (b) between 1 January and 15 August of the following year for the August deadline, respectively. Refer to the Guidelines for Applicants (PDF) for details.
	<input type="text"/>
	Proposed duration of the project (between 12 and 24 months)*
	number only
	<input type="text"/>
	INTERVIEWER CONFLICTS
	If you would like to request exclusion of a particular EMBO Member or Young Investigator as the interviewer for your application, please list the full name, the institute, and the reason for exclusion (e.g. direct competitor).
	<input type="text"/>
	INTERVIEWER SUGGESTIONS
	If you would like to suggest a particular EMBO Member or Young Investigator as the interviewer for your application, please list the full name, the institute, and the reason for suggestion.
	<input type="text"/>
	ETHICAL INFORMATION
	Does your proposal include research on human embryonic stem cells or any other human material?*
	<input type="radio"/> Yes <input type="radio"/> No
	If yes: please give detailed information on why it is necessary to use this material, whether ethical approval according to relevant legislation has been obtained, list any approval and licenses obtained (please include references)*
	<input type="text"/>
	Does your proposal include research on animals?*
	<input type="radio"/> Yes <input type="radio"/> No
	If yes: Explain why this specific animal model was selected for the research project, explain the advantages of the animal model compared to alternative not-animal based models, provide information about the number of animals that will be used during the project. In addition, please describe procedures that will be put in place in order to minimise any suffering of animals.*
	<input type="text"/>
	Does your proposal include any other aspect that may have an ethical impact?*
	<input type="radio"/> Yes <input type="radio"/> No
	In case of yes please specify*
	<input type="text"/>

Read this first	PRESENT POSITION	
Referees	Required field*	
Receiving Institute	<input type="radio"/> PhD Student <input type="radio"/> Post-doctoral Researcher <input type="radio"/> Research Assistant <input type="radio"/> Principal Investigator <input type="radio"/> Other	
Proposed Work	Please specify "other" <input type="text"/>	
Present Position	When did you start in the present position?*	Until when do you expect to stay in your present position?*
PhD & Post-Doc	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>
Other Grants	NAME AND ADDRESS OF "HOME INSTITUTE"	
Scientific CV	Your "Home Institute" is your latest work address that is not identical to the "receiving institute" you are proposing to move to. If you have already arrived at the receiving institute, please list the full name and address of the institute at which you carried out your most recent pre- or postdoctoral work before arriving at the receiving institute.	
Admin Section	Institute Address* <input type="text"/> ... line 2 <input type="text"/> ... line 3 <input type="text"/> ... line 4 <input type="text"/> Town* <input type="text"/> Post code* <input type="text"/> Country* <input type="text" value="Choose"/>	
Finish Submission	WORK AT "HOME INSTITUTE"	
Save Progress - Status	Please add a description of the work you carried out at the "Home Institute" (max. 500 words)*	
Save Progress	<input type="text"/>	
	0 / 500 Words	
	Literature references for work carried out at "Home Institute"	
	FORMATTING GUIDELINES FOR REFERENCES: (i) Include the complete list of authors followed by year, full titles, journal, volume and pages; (ii) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors. Formatting example: Thiru A, Nietlispach D, Mott HR, Okuwaki M, Lyon D, Nielsen PR, ... Laue ED. (2004) Structural basis of HP1/PXVXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. 23: 489-499 Only list published papers, papers accepted for publication and papers available to the community through preprint servers. Use this space for a complete list of references for the above synopsis, including full bibliographic details.	
	<input type="text"/>	

Read this first	PHD AWARD
Referees	Country of PhD award* <input type="text" value="Choose"/>
Receiving Institute	Date of PhD* <input type="text" value="Date on which PhD was / will likely be awarded (dd/mm/yyyy)"/> Duration of PhD thesis work* <input type="text" value="(number in months)"/>
Proposed Work	
Present Position	Name and institute of PhD supervisor*
PhD & Post-Doc	<input type="text"/>
Other Grants	Please describe briefly the main scientific achievements of your PhD project. (max. 200 words)*
Scientific CV	<input type="text"/>
Admin Section	
Finish Submission	
	<input type="button" value="Save Progress - Status"/> 0 / 200 Words
	<input type="button" value="Save Progress"/>

Read this first	OTHER FUNDING SOURCES
Referees	Please list other grants, awards, contributions or fellowships (towards either travel or subsistence expenses of the proposed visit) you are receiving or applying for. This has no influence on evaluation and is simply for statistical purposes.
Receiving Institute	<input type="text"/>
Proposed Work	
Present Position	FUNDING HISTORY
PhD & Post-Doc	List previously held fellowships from EMBO or other organizations with dates (month/year)
Other Grants	<input type="text"/>
Scientific CV	
Admin Section	PREVIOUS APPLICATIONS FOR EMBO FELLOWSHIPS
Finish Submission	If you have previously applied for EMBO funding, please specify the most recent application number(s). Example: "ALTF" "123" "2009".
	1: Fellowship type: <input type="text" value="Select type"/> number: <input type="text"/> – year: <input type="text" value="Select year"/>
	2: Fellowship type: <input type="text" value="Select type"/> number: <input type="text"/> – year: <input type="text" value="Select year"/>
<input type="button" value="Save Progress - Status"/>	Changes since previous application
<input type="button" value="Save Progress"/>	Only applicable if you have previously applied for an EMBO Long-Term Fellowship
	<input type="text"/>
	0 / 200 Words
	CAREER BREAKS
	Duration of career break due to child care or military/civil service* <input type="text"/> Duration of career break due to any other reasons* <input type="text"/>
	(total number of months; enter "0" if not applicable) (total number of months; enter "0" if not applicable)
	Please specify the reasons and dates of your career breaks
	Contact the EMBO Fellowship Office (fellowships@embo.org) if you think any interruption may affect your eligibility.
	<input type="text"/>

Read this first
Referees
Receiving Institute
Proposed Work
Present Position
PhD & Post-Doc
Other Grants
Scientific CV
Admin Section
Finish Submission

RESEARCH EXPERIENCE

Please list, **in reverse chronological order**, your research training and positions held, **since (and including) your PhD research**. State the duration (mm/yyyy - mm/yyyy), kind of training/position, the research topic (max 1 sentence), the supervisor, and the institute, if applicable. Please also account for any gaps between dates in your C.V.

Full C.V. since PhD research*

EDUCATION

Please list, **in reverse chronological order**, your education and training **prior to your PhD work, starting from the beginning of your university (or equivalent) studies**. Please state the duration, the university, major subjects, and the degrees obtained, if applicable. Do not list the stages of your pre-university education. You may, however, include here any professional, non-academic positions held in the past.

Education and training prior to your PhD work, starting from the beginning of your university (or equivalent) studies*

PUBLICATIONS

FORMATTING GUIDELINES FOR REFERENCES:

- (i) Include the complete list of authors followed by year, full titles, journal, volume and pages;
- (ii) Add an asterisk (*) behind your own name in the authors' list;
- (iii) In the case of shared first authorship with equal contributions, please keep the order of authors as they appear on the original publication and add a statement like "(AG and FT contributed equally to this work)" underneath the reference;
- (iv) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

Formatting example: Thiru A, Nietispach D, Mott HR*, Okuwaki M, Lyon D, Nielsen PR, ... Laue ED. (2004) Structural basis of HP1/PXVXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. 23: 489-499

ONLY list published papers, papers accepted for publication, and papers available to the community through preprint servers. Papers in preparation, under review or in revision (but not accepted) should NOT be listed; they will in any case not be considered for the evaluation of your application.

Do not mention journal impact factors when you list your papers.

Number of publications in international peer-reviewed journals or preprint servers*
(excluding review articles and manuscripts submitted or in preparation)

Number of first author publications in international peer-reviewed journals*
(excluding review articles, manuscripts submitted or in preparation, and preprints)

List your **three primary research papers** which in your view provided the most important and original contributions to scientific knowledge irrespective of journal name or impact factor (**excluding** review articles or manuscripts submitted, in revision or in preparation), **in reverse chronological order**. Papers available through preprint servers can be listed and will be taken into consideration.*

List any **additional** (co-) authored, peer-reviewed publications in international journals (**excluding** review articles or manuscripts submitted, in revision or in preparation), **in reverse chronological order**. Papers available through preprint servers can be listed and will be taken into consideration.

List your (co-) authored publications belonging to the category of review articles, viewpoints, etc. (**excluding** manuscripts submitted, in revision or in preparation). Papers available through preprint servers can be listed and will be taken into consideration.

List any academic prizes or honours you have received

Read this first	FURTHER ELIGIBILITY DETAILS
Referees	Please state if you have been granted an exception by the EMBO Fellowship Office
Receiving Institute	<input type="text"/>
Proposed Work	<input type="text"/>
Present Position	<input type="text"/>
PhD & Post-Doc	<input type="text"/>
Other Grants	<input type="text"/>
Scientific CV	<input type="text"/>
Admin Section	<input type="text"/>
Finish Submission	<input type="text"/>
Save Progress - Status	
Save Progress	
	MARITAL DETAILS
	Marital status* <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Officially recognised couple
	Number and age of children e.g. 2 (age:4,6)
	<input type="text"/>
	TRAVEL
	From home country <input type="text" value="Choose"/> To host country <input type="text" value="Choose"/>
	MEANS OF TRANSPORTATION
	Please provide cost estimates for economy-class travel for one or two steps of a return trip (to and from the host institute). Use Euro as the default currency if the actual local currency is not included in the drop-down menu. Example: (1) boat to Cairo €15 (b) airplane to London €450.
	Do not complete this section if you have already arrived at the host institute.
	(1) Travel by... <input type="text" value="Choose a method"/> Cost estimate: <input type="text"/> Currency <input type="text" value="Choose a currency"/>
	Details: (from where / to where / justification / details of estimate)
	<input type="text"/>
	(2) Travel by... <input type="text" value="Choose a method"/> Cost estimate: <input type="text"/> Currency <input type="text" value="Choose a currency"/>
	Details: (from where / to where / justification / details of estimate)
	<input type="text"/>
	Any additional comments regarding your travel
	<input type="text"/>
	QUESTIONNAIRE
	Your answers in this questionnaire will help us to improve our services for all applicants. Your answers are collected for statistical purposes only and will have no influence on the review of your application.
	How did you first hear about EMBO Long Term Fellowships?
	<input type="checkbox"/> Supervisor
	<input type="checkbox"/> Colleague
	<input type="checkbox"/> EMBO information material at conference
	<input type="checkbox"/> EMBO staff at conference
	<input type="checkbox"/> Google or other web search
	<input type="checkbox"/> Social online network or blog
	<input type="checkbox"/> Other online resource
	<input type="checkbox"/> Print or online ad
	<input type="checkbox"/> EMBO Website (www.embo.org)
	... please specify:
	<input type="text"/>
	What other fellowship programmes are you aware of that might fund your project?
	<input type="text"/>

Read this first	<p>Once you have completed the application form, and both reference forms and the acceptance letter from the receiving institute have been received, check the "Form complete" box below.</p> <p>The form will then be validated, and any remaining problems (character count, required fields) will be highlighted.</p> <p>The "Submit form" button will only become active if (i) the "Form complete" box is checked, (ii) all letters of support have been received and (iii) the form content has been validated.</p> <p>Please note that the reference date for eligibility calculations is the date on which you submit your complete application. Changes after this date are possible, provided that your application has not entered any evaluation round. However this requires re-opening of the application form by the EMBO Fellowship Office; the reference date will be changed to the new submission date.</p> <p>A printable summary of the entire application will be displayed for your reference upon final submission, and will stay available on your home page afterwards.</p>
Referees	
Receiving Institute	
Proposed Work	
Present Position	
PhD & Post-Doc	
Other Grants	
Scientific CV	
Admin Section	
Finish Submission	
Save Progress - Status	APPLICATION STATUS
Save Progress	<input type="checkbox"/> Reference 1 complete
	<input type="checkbox"/> Reference 2 complete
	<input type="checkbox"/> Receiving Institute letter complete
	<input type="checkbox"/> Form complete
	<input type="button" value="Submit form"/>