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Terms and Conditions for FEBS Long-Term Fellowships

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

For Long-Term Fellowships, please register with the [online application system](#) before the deadline of 1 October 2019. For further information on application documents and information, see point 7 below.

1. FEBS Long-Term Fellowships are intended to support long-term visits for the purpose of scientific collaboration or advanced training. They are originally granted for one year and may be renewed for a further year up to a maximum of three years. Applicants must have a PhD.
2. Candidates should normally be scientists who have obtained their PhD degree within the past three years. However, duly justified career breaks such as compulsory national service, ill-health and parental leave may be considered.
3. Long-Term Fellowships are not usually granted to scientists who have been recipients of a FEBS Short-Term Fellowship or FEBS Collaborative Developmental Scholarship during the preceding 12 months if the host laboratory is to be the same.
4. In each call no more than one candidate per given head of research group in a host laboratory will be granted a fellowship.
5. The amount of the Fellowship will depend on the cost of living in the country visited and, unless the applicant is already working at the host institute at the closing date of the call, will include reasonable travel expenses for the Fellow and his/her dependants. Such travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory. Assistance for children may also be provided (for 1 child +14% and for 2 or more +28% on annual stipend). The annual stipends can be downloaded on the right of this page. The host institution may provide additional top-up funds in cases where the stipend granted is below the minimum income for a postdoctoral researcher defined by law in the host country or for other reasons acceptable to FEBS, so that in addition to the stipend granted, the total funds meet the minimum income. This is with agreement from the FEBS Chair of the Fellowships Committee.
6. Long-term Fellowships are awarded once a year. Applications should be submitted before October 1st of the corresponding year.
7. **The web-based application process for Long-Term Fellowships** requires the following information and documents (in English):
 - a. **General application details** and information on **academic/research activities** of the applicant, which will be entered online.
 - b. The applicant to confirm they will not receive funds from other sources (other than the criteria for a top-up from the host institute).
 - c. **A research proposal.** An outline of the proposed investigation should be set out under the following headings and be no more than six A4-sized pages of single-spaced text (minimum top and bottom margins required are 2 cm and 2.5 cm, respectively). It will need to be uploaded in pdf format (maximum file size 1 MB). Headings:
 - i. title;
 - ii. purpose, including the immediate and longer-term aims;
 - iii. background relating the proposed research to the present body of knowledge;
 - iv. plan, including details of the experiments to be carried out;
 - v. state-of-the-art and place in the international context;
 - vi. motivation for choosing the laboratory and host institute to be visited, including how it fits longer-term career goals;
 - vii. list of five recent papers of the host laboratory relevant to the proposed project;
 - viii. list of the five most significant papers of the host laboratory from the last ten years.In addition, a timetable (portrait orientation) of the experimental work to be carried out is to be set out on an extra page (not included in the six-page maximum).
 - d. **Host acceptance.** A confirmation of acceptance is required from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, to confirm that the applicant will be accepted to work in the institute, that its facilities will be available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official host acceptance form that can be downloaded from the application system, and should be scanned and uploaded with the other applications documents.
 - e. **A FEBS Constituent Society membership letter.** A dated letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating

the date on which the applicant joined the Society should be scanned and uploaded with the other application documents.

f. **A referee's letter of support.** A letter of support for the application is required from an experienced scientist who has known the applicant, for a minimum of 6 months, and does not work at the host institute. This letter should be written on headed paper of the referee's laboratory. Referees will be provided with a link for direct upload of their letter. Candidates are advised to notify their respective referees well ahead of time. The link will be active until the deadline of the respective call.

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

- a) **data protection:** FEBS will collect and process information relating to applicants and fellows in accordance with the privacy notice which is on our website. Applicants and fellows shall comply with the data protection policy of the host institution when handling personal data in the course of their activities at the host institution including personal data relating to any employee, worker, collaborator, partner, contractor, customer, client, supplier or agent of the host institution.
- b) **limitation of liability:** Nothing in this Agreement excludes or restricts FEBS' liability for death or injury caused to an applicant or fellow by FEBS' negligence, or for fraud. All other liability of FEBS or its staff or agents to any applicant or fellow, their family, dependents or property is limited for one incident or series of incidents to the total amount of the fellowship including reasonable travel expenses payable in accordance with clause 5 above (but excluding for the avoidance of doubt any top up which a host institution may agree to pay directly to a fellow pursuant to clause 5 above).
- c) **governing law and jurisdiction:** The applicant's application to FEBS, the agreement between the FEBS and the applicant and the relationship between the FEBS and any applicant of the FEBS and its fellows are governed by the laws of England. Any dispute or claim arising out of, or in connection with this agreement, its subject matter or formation (including non-contractual disputes or claims) shall be subject to the exclusive jurisdiction of the courts of England.

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Related Documents

- [FEBS Long-Term Fellowships stipends_2018 awards](#)

pdf, 109.92 Kb

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