

# Application guidelines

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## Table of Contents

<b>Eligibility</b>	<b>3</b>
<b>Application process</b>	<b>6</b>
<b>Selection process</b>	<b>7</b>
<b>Benefits</b>	<b>9</b>
<b>Annex - EMBO Postdoctoral Fellowships Application Form (Preview)</b>	<b>12</b>

**PLEASE NOTE:** the guidelines are updated periodically. Please ensure you are reading the latest version.

**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, Türkiye and United Kingdom

**EMBC Associate Member states:** India, Singapore

**Cooperating partner country:** 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

**EMBO Fellowship Committee 2022:**

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# Eligibility

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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 submitted.

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 submitted.

Exceptions to this rule are made for applicants with career breaks during the relevant period 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 demonstrable severe illness or full-time care of an ill family member. No exceptions will be made for other types of voluntary career breaks. The Fellowship Office can provide further information and must be contacted prior to submitting a claim for an exception, no matter what type. **Applications submitted without prior approval of an exception will be deemed ineligible.**

Candidates with a medical degree (M.D.) may be eligible to apply for an EMBO Postdoctoral Fellowship provided they hold a PhD (MD-PhD programme), in which case, the rules explained above apply. If you do not have a PhD but have appropriate research experience that is comparable to a PhD and meet all other eligibility criteria, please contact the EMBO Fellowship office prior to submission.

## Publications

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

**New as of 25 April 2022:** A first author preprint with in-depth peer reviews publicly available from a trusted independent preprint peer review platform (ArXiv, BioRxiv, MedRxiv, etc) is also sufficient for eligibility. Informal comments, highlights and reviews posted by individuals are excluded.

The following items should not be listed as publications:

- Papers submitted or in preparation and therefore not accessible to the community
- Papers published not in English originally
- Abstracts of presentations at conferences

EMBO will consider primary research papers published on preprint servers, but a first-author publication in an international peer-reviewed journal or a first author **refereed** preprint is

still a requirement. Similarly, reviews, comments, book chapters and patents can be listed where appropriate, but are not considered primary research publications.

Do NOT indicate the journal impact factor or any other metrics, commentaries, highlights or citations in the publication list. EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA, <https://sfdora.org>), 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 submitted are not allowed without re-opening the application (see APPLICATION PROCESS). Publication updates once the selection process has started are not allowed at all, unless the applicant decides to withdraw the proposal under consideration.

## Mobility

EMBO Postdoctoral Fellowships are intended to promote international exchange. **All applications must involve a change of country.**

### 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 Postdoctoral 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 who wish to work in a Non-EMBC Member State must meet all the following requirements:

- must move from an EMBC Member State,
- must be nationals of an EMBC Member State
- 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 within the same country are eligible if the applicant has been living or working for a maximum of six months in that country during the previous 18 months counting back from the time the application is **submitted**. Similarly, candidates can apply if they have already started working in the host laboratory, but only if they have been working there for a **maximum** of six months at the time the application is **submitted**. This includes candidates that started working with the host supervisor and then moved with the host

*supervisor to a different location: the relevant start date will be the date the candidate joined the host laboratory regardless of location.*

### **Further mobility rules**

Applicants wishing to work in the country in which they officially obtained their PhD are **not** eligible. If the PhD is officially shared between two institutions in different countries, both countries will be excluded. Visits of less than 6 months to the future supervisor or any other laboratory in the proposed destination country are permitted.

Applicants wishing to work in the country where they developed their PhD studies, even if the PhD is officially issued by a different country, or to work again with the candidate's PhD supervisor, no matter where the latter is located, are not eligible. Again, visits of less than 6 months to any other laboratory in the proposed destination country are permitted.

Applicants wishing to return to a laboratory where they have already worked for more than six months, either in one or in several visits are not eligible, regardless of where that laboratory may be located.

## **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>.

EMBO is no longer exclusively dedicated to the promotion and funding of molecular biology and has opened to fields in the life sciences that traditionally have not explored biological questions at the molecular level. However, applications to the EMBO Fellowship Programme are expected to explore the mechanisms behind biological phenomena rather than remaining at the descriptive or observational level. These mechanisms may involve molecules, but they may also involve higher levels of organization, such as cells, tissues, organisms, populations or ecosystems.

### **Research integrity**

EMBO expects responsible conduct of research from its awardees. All research activities supported by the EMBO Fellowship Programme must be in compliance with the respective national and institutional research integrity and ethics requirements, such as those set out in the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, and in the [European Code of Conduct for Research Integrity](#). These refer to questions relevant to the use in research of human materials, including human embryonic stem cells, the 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 institution. In line with our commitment to the principles of research integrity, we require all EMBO Postdoctoral Fellows to complete an online course on research integrity.

### **Number of applications per selection round**

Candidates may only submit one application, for one project, at one host laboratory at each round of selection. More than one applicant can apply to the same host laboratory provided they propose different projects.

## 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. Applications to work in an industrial or for-profit research laboratory to develop a basic research project in biology are eligible.

Projects with an aim to develop an application, commercial product or process, or a device may be considered if there is a fundamental biology question behind the project to be answered. For instance, development of technologies that enable biological discovery (microscopy, PCR, etc.) may be eligible for funding.

# Application process

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Applications for an EMBO Postdoctoral Fellowship are accepted via the EMBO [online application system](#).

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

***Second Friday of February, 2 PM Central European Time:*** Applications submitted 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:*** Applications submitted 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 time. 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 by e-mail 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/PhD co-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 successfully submit their application is the reference date for eligibility and evaluation.** Changes in address or contact email that occur after submission of an application are the only changes permitted after the application is submitted 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. Once the application enters the evaluation process no further changes are allowed.

**IMPORTANT:** 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 the Annex.

## Selection process

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The primary selection criteria applied by the EMBO Fellowship Committee are scientific excellence of the candidate, the project and the host laboratory.

Aspects considered in particular are:

### **Scientific achievements of the applicant**

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

### **Project proposal**

- Quality, scope, novelty and biological significance of the proposed research
- Coherent and logical presentation of the research project

### **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. Likewise, projects that are a simple continuation of an applicant's PhD research are discouraged and, if received, will receive lower priority for funding.

Fellowships are awarded to candidates. However, the selection process also takes into consideration the specific research project proposed by the candidate and the suitability of the host laboratory. For this reason, substantial changes to the proposed project or moving to a different host laboratory will result in the termination of the fellowship. However, exceptions can be made under extraordinary circumstances. The EMBO Fellowship Office must be informed of any intention to change the research project or the host laboratory once a fellowship has been awarded. Requests for such changes are examined by the Head of the Fellowship Programme and the Chair of 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. All applicants, eligible or not receive an acknowledgement e-mail approximately within one week of the evaluation cutoff date.

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 five to six weeks after the cutoff date. Approximately, the top 30% of the applications are selected for the second round of evaluation.

### **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. Interviews take place through videoconference only. Candidates must give a presentation as part of the interview procedure. The interview will take place at the interviewer's convenience.

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

**PLEASE NOTE:** No feedback will be provided to applicants at any stage of the application process. Due to the large number of applications the committee members evaluate, they cannot include any individualized comments in their assessments. For feedback to be helpful it must be correct and detailed. To do this for the >1,200 applications received per year, the EMBO office would need to employ several individuals trained to at least PhD level. Instead, the funds are used to support additional fellowships.

# Benefits

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## Benefits for fellowships in EMBC member states

### 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. Fellowships must be started within one calendar year from the relevant evaluation cutoff (for details, see page 8).

### Contract

EMBO provides funds to the host institution with the sole intention to cover the cost of a full-time employment contract to be issued by the host institution to the awardee. These costs include employer's social contributions, awardee's social contributions, taxes and the net salary of the awardee. The EMBO Postdoctoral Fellowship does not cover bench fees, overheads, funds for consumables or any other financial benefits to the host supervisor or the receiving institute. The [grant rate](#) depends on the country being visited. The transfer of funds and their use is regulated by a grant agreement that will be signed by both EMBO and the Host Institution. The contract between the host institution and the awardee will be issued according to the local and national regulations in each of the EMBC member states.

**PLEASE NOTE:** The grant rates listed above are not an indication of a gross salary. The net salary of a fellow may be lower. Please also note that if the host institution's internal, local or national regulations limit the maximum salary of the awardee to a level below the funds provided by EMBO, the host institution shall return the remaining funds to EMBO. **Applicants should inform themselves of the salary and employment conditions with their intended host institute.**

### Child-care allowance

Fellows can claim child-care support for children under the age of six who accompany the fellow in the host country during the fellowship. The incurred child-care costs up to a total of €2.500 per fellowship year and per child is permitted. The corresponding amount is prorated according to the fraction of the year in which child-care expenses were incurred. The child-care allowance can be claimed upon completion of the first year of the fellowship; the resulting amount will be transferred directly to the fellow as a reimbursement.

## **Relocation allowance**

The relocation allowance is intended to cover travel costs for the fellow and his/her family to the receiving institute. **Please note:** the Fellowship Office is currently reviewing the travel allowance policy. Specifics will be published by October 2022.

### **Please note:**

- If the applicant is already at the receiving institute at the time the application is submitted 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.

## **EMBO Fellows' Network**

Every two years, fellows awarded three and four years earlier are invited to the EMBO Fellows' Meeting. Similarly, 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 to learn, 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.

Alternating with the EMBO Fellows' Meeting, every two years fellows will be invited to the EMBO Alumni Fellows' Meeting.

EMBO encourages current, former and prospective fellows to follow the programme in [Facebook](#) and Twitter (@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 Postdoctoral Fellows free places on the EMBO Laboratory Leadership Courses. Fee waivers are granted to fellows at the end of their fellowship within 5 years of being awarded the fellowship (counting from January 1<sup>st</sup> of the year of the award, i. e., 1 January 2017 for 2022 courses) and only if the fellowship had been held for at least 6 months.

The waiver covers the Laboratory Leadership Course 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. Eligible courses are:

- Lab Leadership Course for Postdocs
- Project Management
- Negotiation
- Creativity for Scientists

## **EMBO Non-Stipendiary Fellowship**

In case of early termination or non-acceptance of the EMBO Postdoctoral Fellowship due to funding from another source, postdoctoral fellows can become holders of a non-stipendiary fellowship. EMBO Non-Stipendiary Fellows are entitled to attend the Fellows' Meetings and, if they have held 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 Postdoctoral Fellowship or terminate it early. Applicants who receive another award during the evaluation period and cannot guarantee that they will take up the EMBO Postdoctoral Fellowship for at least 12 months will be excluded from the selection process.

## **Benefits for fellowships in EMBC associate member states, countries/territories covered by a co-operation agreement and non-member states**

Fellows outside EMBC member states receive a stipend (see below) for 24 months unless a shorter time is requested (minimum of 12 months). These fellows also have access to child-care allowance, relocation allowance, EMBO fellows' network activities and Laboratory Leadership courses, similar to fellows in EMBC member states. Please note that additional benefits listed below compensate for benefits that are normally regulated by employment contracts in EMBC member states.

### **Stipend instead of an employment contract**

The stipend is solely intended to cover the cost of living in the host country. The EMBO Postdoctoral 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.*

### **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.

### **Parental leave**

Fellows whose children are born during their fellowship are entitled to 3 months paid parental leave. Parental leave has to begin within 6 months of the birth of a child. 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.

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.*

### **Pension contributions**

EMBO can contribute to eligible private pension schemes of fellows by up to 100 Euro per months. This is done as a one-off payment (maximum 1,200 Euro) that is transferred at the end of each calendar year. In order to be considered for this payment, fellows are required to provide a copy of their policy. The Fellowship Office should be contacted for further details.

# **Annex – EMBO Postdoctoral Fellowships Application Form (Preview)**

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

[Save Progress](#)

### BEFORE YOU PROCEED

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.

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.

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.

**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.

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.

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.

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.

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.**

#### ANNUAL CUTOFF DATES / TIMES:

Second Friday in February, 14:00:00 Central European Time (CET)

and

Second Friday in August, 14:00:00 Central European Summer Time (CEST)

**IMPORTANT: Please be sure to have read and understood the information on our website and in the Postdoctoral Fellowships Guidelines (PDF), in particular the eligibility criteria for the award of EMBO Postdoctoral Fellowships.**

**Technical support** – If you encounter problems and need technical assistance regarding the online form, please send an email to [fellowships@embo.org](mailto:fellowships@embo.org). Be sure to state: (1) the operating system and web browser version you are using; (2) whether the problem can be reproduced on another computer/operating system/web browser; and (3) as detailed a description as possible of the problem, including any error messages you see; attach a screenshot illustrating the problem if possible.

### Applicant

**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").

Title\*  Prof.  Dr  Ms  Mr  Mx

First name\*

Last name\*

Email address\*

Citizenship\*

Date of birth\*

Gender\*  Female  Male  Prefer not to say  Self-specify

... self-specify:

ORCID\*

Contact address\*

... line 2

... line 3

... line 4

Town\*

Post code\*

in\*

Telephone number

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

Save Progress

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.

Confirm with your referees that they receive this email, otherwise contact [fellowships@embo.org](mailto: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.

### Name and Address of Referee 1

Title\*  Prof.  Dr  Ms  Mr  Mx

First name\*

Last name\*

Email address\*

Is this referee your PhD supervisor?\*  Yes  No  
(Note: one of your letters of reference MUST come from your PhD supervisor.)

Institute\*

... line 2

... line 3

... line 4

Town\*

Post code\*

in\*

Telephone number

Fax number

Activate referee 1\*

**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](mailto:fellowships@embo.org) if you need assistance modifying this information.

Activate this contact

### Name and Address of Referee 2

Title\*  Prof.  Dr  Ms  Mr  Mx

First name\*

Last name\*

Email address\*

Is this referee your PhD supervisor?\*  Yes  No

Institute\*

... line 2

... line 3

... line 4

Town\*

Post code\*

in\*

Telephone number

Fax number

Activate referee 2\*

**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](mailto:fellowships@embo.org) if you need assistance modifying this information.

Activate this contact

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

**Save Progress**

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.

Check with your receiving institute that they received this email, otherwise contact [fellowships@embo.org](mailto:fellowships@embo.org).

**Receiving Institute**

Institute\*

... line 2

... line 3

... line 4

Town\*

Post code\*

in\*

Please give your starting date (or planned starting date) at the receiving institute\*

**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.

**Supervisor**

Title\*  Prof.  Dr  Ms  Mr  Mx

First name\*

Last name\*

Telephone number

Fax number

Email address\*

Activate this contact\*

**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](mailto:fellowships@embo.org) if you need assistance modifying this information.

Activate this contact

**Institute director**

Title\*  Prof.  Dr  Ms  Mr  Mx

First name\*

Last name\*

**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, Nietlispach D, Mott HR\*, Okuwaki M, Lyon D, Nielsen PR, ... Laue ED. (2004) Structural basis of HP1/PXXL 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.\*

Please briefly describe your personal motivation to choose this particular laboratory for your postdoctoral training.\*

(max. 200 words)

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)

0 / 100 Words

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

Save Progress

## Proposed Work

Project title\*

Summary and biological significance of the proposed research\*

Please provide a 250-word summary of the proposed activity and the biological significance of the project.

0 / 250 Words

Proposed work at the receiving institute\*

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.

0 / 1500 Words

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/PXXL 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.

Keywords\*

List 5 short keyword terms to describe the proposed research. Separate those terms with " / ". (max 20 words)

0 / 20 Words

Subject area 1\*

Subject area 2\*

Proposed starting date of the fellowship/grant\*

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.

Proposed duration of the project (between 12 and 24 months)\*

number only

## 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).

## 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.

## Ethical Information

Does your proposal include research on human embryonic stem cells or any other human material?\*

Yes  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)\*

Does your proposal include research on animals?\*

Yes  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.\*

Does your proposal include any other aspect that may have an ethical impact?\*

Yes  No

In case of yes please specify\*

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

## Present position

Required field\*

- PhD Student
- Post-doctoral Researcher
- Research Assistant
- Principal Investigator
- Other

When did you start in the present position? (dd/mm/yyyy)\*

dd/mm/yyyy

Until when do you expect to stay in your present position? (dd/mm/yyyy)\*

dd/mm/yyyy

## Name and Address of "Home Institute"

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.

Institute\*

... line 2

... line 3

... line 4

Town\*

Post code\*

in\*

## Work at "Home Institute"

Please add a description of the work you carried out at the "Home Institute" ( max. 500 words )\*

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.

Read this first	<h3>PhD Award</h3>	
Referees	PhD awarded in*	<input type="text" value="Choose"/>
Receiving Institute	Date of PhD*	Duration of PhD thesis work*
Proposed Work	Date on which PhD was / will likely be awarded ( dd/mm/yyyy )	(number in months)
Present Position	<input type="text"/>	<input type="text"/>
<b>PhD &amp; Post-Doc</b>	Name and institute of PhD supervisor*	
Other Grants	<input type="text"/>	
Scientific CV	Please describe briefly the main scientific achievements of your PhD project. (max. 200 words)*	
Admin Section	<input type="text"/>	
Finish Submission	<input type="text"/>	
		0 / 200 Words
<input type="button" value="Save Progress"/>		

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

Save Progress

### Other funding sources

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.

### Funding history

List previously held fellowships from EMBO or other organizations with dates (month/year)

### Previous applications for EMBO Fellowships

If you have previously applied for EMBO funding, please specify the **most recent** application number(s).

Example: "ALTF" | "123" | "2009".

1: Fellowship type:  number:  - year:

2: Fellowship type:  number:  - year:

Changes since previous application

Only applicable if you have previously applied for an EMBO Postdoctoral Fellowship

0 / 200 Words

### Career breaks

Duration of career breaks due to child care or military/civil service\*

(total number of months; enter "0" if not applicable)

Duration of career break due to any other reasons\*

(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.

Read this first

Referees

Receiving Institute

Proposed Work

Present Position

PhD & Post-Doc

Other Grants

Scientific CV

Admin Section

Finish Submission

Save Progress

## 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 CV.

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, 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. 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
- Referees
- Receiving Institute
- Proposed Work
- Present Position
- PhD & Post-Doc
- Other Grants
- Scientific CV
- Admin Section**
- Finish Submission

Save Progress

### Further Eligibility Details

Please state if you have been granted an exception by the EMBO Fellowship Office

0 / 100 Words

### Marital details

Marital status\*  Single  Married  Officially recognised couple

Number and age of children

e.g. 2 (age:4,6)

### Travel

From home country

To host country

### 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...  Cost estimate:  Currency

Details:

(from where / to where / justification / details of estimate)

(2) Travel by...  Cost estimate:  Currency

Details:

(from where / to where / justification / details of estimate)

Any additional comments regarding your travel

### 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 Postdoctoral Fellowships?

- Supervisor
- Colleague
- EMBO information material at conference
- EMBO staff at conference
- Google or other web search
- Social online network or blog
- Other online resource
- Print or online ad
- EMBO Website ( www.embo.org )

... please specify:

What other fellowship programmes are you aware of that might fund your project?



Read this first	<p>Once you have completed the application form, <b>and</b> 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><b>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.</b></p> <p><b>Please note that the reference date for eligibility calculations is the date on which you submit your complete application.</b> 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	
<b>Finish Submission</b>	

[Save Progress](#)

### Application status

- Reference 1 complete
- Reference 2 complete
- Receiving Institute letter complete
  
- Form complete

[Submit form](#)