

EMBO Long-Term Fellowships

Guidelines for Applicants

Spring 2015 Selection



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ELIGIBILITY

i. Doctorate degree

- Applicants must hold a doctorate degree or equivalent at the start of the fellowship (but not necessarily at the time of application).
- Applicants who do not hold a PhD degree at the time of application must pass their PhD exam (or equivalent) before they can start their fellowship (i.e. by 13 February 2016 at the latest).
- Applicants who already hold a PhD degree at the time of application are eligible to apply only if they passed their PhD exam (or equivalent) in the two years prior to the respective application deadline (i.e. after 13 February 2013).

Please note: It is the date of the PhD exam not the date of graduation or similar.

Exceptions to this rule are made for applicants with prolonged career breaks due to parental leave and mandatory military/civil service in which case the time of the career break will not be counted. Such career breaks have to be described in detail in the respective section of the online application form.

In case of exceptional personal circumstances, such as prolonged severe illness, exceptions might be granted as well. The Fellowship Office must be contacted prior to submission when claiming an exception due to personal reasons.

ii. Publications

- Applicants must have at least one first (or joint first) author paper accepted for publication, in press or published in an international peer reviewed journal at the time of application (13 February 2015).
- Only original research articles are taken into account, i.e. review articles and patent applications do not count.

Please note: Publication updates after the application deadline cannot be accepted.

iii. Mobility

EMBO Long-Term Fellowships are mobility fellowships intended to promote international exchange. As a consequence all applications must involve a change of country.

Three types of mobility are permitted:

(1) The applicant is from an EMBC Member State (nationality) and wishes to work in a laboratory in an EMBC Member State.

The applicant can apply for an EMBO Long-Term Fellowship in any EMBC Member State provided there is movement between countries. International laboratories such as EMBL are technically extra-territorial and movement e.g. from Germany to EMBL Heidelberg is therefore permitted.

(2) The applicant is from a non-EMBC Member State (nationality) and wishes to work in a laboratory in an EMBC Member State.

These applications will be considered under the same criteria as above.

(3) The applicant is from an EMBC Member State (nationality) and wishes to work in a laboratory in a non-EMBC Member State.

Only 30% of fellowships can be awarded for this category, therefore generally higher scores are required for an award. In case applicants did not perform their PhD in a member state their CV needs to demonstrate a clear connection to the EMBC Member States.

Please note:

- *Non-EMBC nationals are not eligible to apply for a fellowship in a non-member state.*
- *Non-EMBC nationals with a Ph.D. from an EMBC member state are not eligible for a fellowship in a non-member state¹.*
- *Applications to go to the country in which the PhD was obtained will not be considered.*
- *Applications to perform research in the country where, on the basis of the CV, the applicant normally works will not be considered.*

¹ An exception is possible if the host laboratory is in Singapore

- Applications for a long-term fellowship to be held in the laboratory, institute or department in which the candidate worked to obtain his or her PhD, or to work again with the candidate's PhD supervisor, no matter where the latter is located, will not be considered.
- Applications to move from one laboratory to another in the same country are only considered if the applicant has not been working in the host country for more than 3 months prior to joining the host laboratory.

iv. Further eligibility rules

- It is possible to apply when the applicant has already started in the host laboratory/at the receiving institute.
Please note: The maximum amount of time spent at the receiving institute/host laboratory must not exceed 7 months at the relevant closing date for application (13 February 2015). Therefore applicants who have started at the receiving institute/host laboratory before 13 July 2014 will not be eligible to apply.
- Candidates can only submit one application/research proposal to be performed at one host laboratory at each round of selection.
- Applications to work in an industrial research laboratory with a view to developing new products or procedures or to work in a for-profit research organisation will not be considered. However, it is allowed to apply to research centres for basic research, which are endowed by industries.
- Reapplication is permissible only once irrespective of a change of project or change of host lab.

APPLICATION PROCESS

There are two annual deadlines (mid February and mid August) for EMBO Long-Term Fellowships. Applications and supporting documentation (two references, receiving institute acceptance) are only accepted via the EMBO [online application system](#). Firstly, applicants need to register for an EMBO online application account. Once login details for the account have been received it is possible to start an application. Applicants are advised to read the [FAQs](#) and [helpful notes](#) when preparing their applications.

Important dates and deadlines

1 January 2015: [The online application system opens.](#)

9 February 2015, 2 PM Central European Time: [Deadline to start an application](#)

Applications must be started BEFORE Monday, 9 February 2015, 2 PM Central European Time, which is before the final submission deadline. No new applications can be started after that. Registration for an EMBO online application account is not sufficient. An application is only regarded as started once information has been entered into the online application form and successfully saved.

13 February 2015, 2 PM Central European Time: [Final submission deadline](#)

Applicants are advised to not leave submission to the last minute, as heavy server load might affect system performance.

Please note: It is possible to submit a finished application before the references and/or host acceptance have been submitted. However, it is the applicant's responsibility to ensure that the references and receiving institute acceptance are submitted on time, i.e. by 13 February 2015. Only complete applications, i.e. applications including 2 references and the host acceptance will be considered.

The fellowship office should be informed of any changes in address or email that occur after submission of an application.

SELECTION PROCESS OF EMBO LONG-TERM FELLOWS

All applications are examined at the EMBO Fellowships Office to ensure that they are complete and eligible. Receipt of complete applications will be acknowledged via email within two weeks of the application deadline.

Evaluation criteria

- (1) Previous scientific achievements of the applicant
- (2) Novelty and biological significance of the proposed research
- (3) Appropriateness of the host laboratory/receiving institute for the proposed research and training of the applicant.

First stage of evaluation

All eligible applications are assessed by the Fellowship Committee and around twice the number of available fellowships is selected for an interview.

All applicants are informed about the outcome of this pre-screening via email approximately six weeks after the application deadline.

Please note: No individual feedback can be given at this stage.

Second stage of evaluation

Interview

For applicants who successfully passed the first evaluation step, an interviewer, who is an expert in the area of the application, is selected from among the EMBO Members and EMBO Young Investigators. It is not always possible to have a personal interview for practical reasons. Generally for applicants residing outside the EMBC Member States an interview by phone or video is arranged. Only when it is not possible to arrange a video or phone interview the application will be sent for written evaluation.

Please note: Interviews normally take place within 6-10 weeks of the closing date for applications. The interview may take place outside the applicant's country of residence; therefore, applicants must have a valid passport. Candidates may be requested to give a seminar as part of the interview procedure. The interview should take place at the interviewer's convenience and the applicant is responsible for contacting the interviewer.

Interview travel expenses will be reimbursed by EMBO. A claim form will be issued and together with receipts has to be returned to the EMBO Fellowship office in Heidelberg within 4 weeks after the interview. Candidates are expected to travel by second-class rail for journeys of up to 8 hours. Otherwise or in case this is less expensive, travel by economy class air will be refunded. Subsistence and accommodation expenses are refunded up to the EMBO standard daily rate.

Selection of fellowships

All applications, together with the interview reports, are evaluated by the EMBO Fellowship Committee. The Fellowship Committee then meets to take the final funding decisions. Typically the outcome of the selection is known between 14-16 weeks after the closing date and is provided on the EMBO website shortly after the committee meeting. All applicants are informed about the outcome by email within one week of the committee meeting.

Successful applicants may start their fellowship from 1 July 2015.

FELLOWSHIP DURATION

Fellowships may be awarded for a period of up to 24 months², depending on a positive interim request from the host supervisor. The Fellowship Committee may also award a shorter period than requested.

It is possible to apply when the applicant has already started at the host laboratory. But note that the maximum amount of time spent at the host laboratory must not exceed 7 months at the relevant closing date for application (13 February 2015). Therefore applicants who have started at the receiving institute before 13 July 2014 will not be eligible.

The maximum time for a combination of previous support and EMBO funding is 36 months in case the laboratory is within an EMBC Member state and 24 months if in a non EMBC Member state. For example, if an applicant has already been at the receiving institute for 12 months at the start of the EMBO fellowship the applicant will only be eligible for a further 12 months funding in a non-member state (24 months in total) and 24 months in a member state (36 months in total).

Please note: The minimum fellowship duration that can be requested is 12 months.

² With the exception of the host laboratory being in Singapore in which case the maximum duration is 36 months.

The earliest start date for fellowships awarded in the spring 2015 selection will be 1 July 2015. Fellowships must be started within one calendar year from the relevant closing date for applications i.e. by 13 February 2016³.

Fellowships are awarded for a specific research project in a particular host laboratory. Therefore the EMBO Fellowship Office has to be informed of any change of project or host laboratory once a fellowship has been awarded. Requests for such changes have to be fully justified and are examined by the Fellowship Committee on a case-by-case basis.

BENEFITS

Stipend

The stipend is a subsistence allowance and is intended to cover the cost of living in the host country. The value of the stipend depends on the country being visited.

Dependent child allowance

EMBO fellows are entitled to receive an additional allowance for dependent children under the age of 18. The value of the allowance depends on the country being visited.

Child care allowance

For children under the age of six, fellows can claim support for incurred child-care costs up to the amount of €2.500 per year and per child.

Healthcare subsidy

Fellows appointed in 2015 under the COFUND grant PCOFUND-GA-2013-609409 will receive a subsidy towards health care costs of €600 annually.

Travel allowance

The travel allowance is intended to cover travel costs up to the amount of €5.000 for the fellow and his/her family to and from the receiving institute. The travel allowance further includes half a month's stipend to contribute to relocation costs.

Please note:

- *If the applicant is already at the receiving institute at the time of application or has been working at the receiving institute/host laboratory for more than 6 months at the start of the fellowship, the travel allowance will not be paid.*
- *In the event of early termination of the fellowship, any payments made after the date of termination will have to be repaid.*
- *If the fellowship is terminated within 6 months the entire travel allowance will have to be returned.*
- *If the fellowship is terminated between 6 and 12 months half of the travel allowance will have to be repaid.*

Parental leave

Fellows are entitled to 3 months paid parental leave during their fellowship. Fellows who take parental leave during the fellowship may request an extension of their fellowship for a period of up to 3 months. This extension has to be requested by the host supervisor at the end of the fellowship. Parental leave has to be taken within 6 months of the birth of a child. Fellows should inform the Fellowship Office of their intention to take parental leave.

Part-time work

For child-care reasons it is possible to work part-time during the fellowship.

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

³ Exceptions to this requirement can be made for those who are simultaneously offered a Marie-Curie fellowship

EMBO Private Pension Scheme

Participation in the scheme is open to all EMBO Long-Term Fellows. The scheme is administered by MLP and pension funds are managed by Allianz. 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 euros per month. After the fellowship ends the policy is transferred to the fellow.

In case a fellow already voluntarily contributes to another pension scheme, the EMBO might be able to contribute towards the existing scheme.

EMBO FellowsNet

All fellows can join the EMBO fellows' network. The [fellowsNet](#) is the web-based portal where the fellows, scientists who have benefited from funding and support for post-doctoral research from EMBO Long-Term Fellowships, can stay connected with the EMBO community.

At the end of the fellowship, fellows are invited to the Fellows' Meeting⁴. This annual event brings fellows together in a friendly atmosphere to present their research, share experiences, establish new collaborations and contacts. It is also an opportunity to meet the EMBO staff and give feedback and suggestions on the programme.

Laboratory Management Courses

EMBO Long-Term Fellows are entitled to attend a [Laboratory Management Course for postdocs](#) free of charge at the end of their fellowship⁵.

EMBC MEMBER STATES

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

COFUNDING

The EMBO Long-Term Fellowships programme is co-financed by the European Union through the Marie Curie Action "Co-funding of regional, national and international programmes (COFUND)".

Therefore you will be a Marie Curie fellow as well as an EMBO Long-Term Fellow.

It is very important for you to be aware that an individual researcher cannot benefit, at the same time, from more than one Marie Curie Action; these are:

- Initial Training Networks (ITN)
- Intra-European Fellowships for career development (IEF)
- International Outgoing Fellowships for career development (IOF)
- International Incoming Fellowships (IIF)
- Career Integration Grants (CIG)
- Industry-Academia Partnerships and Pathways (IAPP)
- International Research Staff Exchange Scheme (IRSES)
- Co-funding of regional, national and international programmes (COFUND)

All research proposals will have to conform to the relevant national and FP7 ethical rules.

CONTACT DETAILS EMBO FELLOWSHIP OFFICE

For any queries please contact: fellowships@embo.org

Postal address: EMBO Fellowship Office
Meyerhofstrasse 1
69117 Heidelberg
Germany

⁴ Invitation to the Fellows' Meeting is subject to a minimum fellowship duration of 11 months.

⁵ This course fee waiver is subject to a minimum fellowship duration of six months and the laboratory management course has to be taken within five years of being awarded the fellowship.