

Application guidelines

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Application deadlines

Application deadline: 13:00 CET on 7 November 2022

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

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

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Guidelines for EMBO New Venture Fellowships Applications

Applications for an EMBO New Venture Fellowship are accepted via EMBO's online application system. The application and all related correspondence with the EMBO Fellowship Office must be in English.

The deadline for applications is 13:00 CET on 7 November 2022 and awards will be made from January 2023. Selections for funding are made by the EMBO Programme Head based on reports from the EMBO Short-Term Grants Advisory Board.

Please check the eligibility criteria before applying.

Should you have questions regarding your application, please contact fellowships@embo.org.

Purpose

EMBO New Venture Fellowships fund research visits of one week (7 days) up to three months (90 days) between laboratories in EMBC Member States, Associated Member States or Cooperation Partners (see page 2). Applications for exchanges between two laboratories within the same country are not permitted.

Awarded applicants can stay on their research visit for an additional three months (maximum), however, EMBO will not provide funding for this extended period.

The fellowships are intended for joint research work, enabling the applicant to engage in a new area of research.

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

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

Eligibility

Eligibility criteria checked by the EMBO Office

- Applicants must be an active research scientist with a minimum of 2 years' postdoctoral research experience, and no more than 2 years' experience as a new group leader at the time of application.
- The fact that an applicant has previously held an EMBO Scientific Exchange Grant or Postdoctoral Fellowship does not preclude further applications for **a new project in a different laboratory**.
- Applications to work with former colleagues, PhD or postdoc supervisors, or to work in laboratories previously visited will not be considered, other than in exceptional circumstances and with prior approval by the Fellowship Office.
- Applications to visit laboratories in the context of an already existing long-term collaboration or involving previous exchanges of scientists will not be considered.
- The scheme encourages international collaboration. Exchanges between two laboratories within the same country are not eligible.

Please note:

- It is **not** possible to hold an EMBO New Venture Fellowship with an EMBO Scientific Exchange Grant, Core Facility Fellowship, or Postdoctoral Fellowship at the same time.
- EMBO does not consider applications for EMBO New Venture Fellowships to extend visits begun under other auspices, or as bridging fellowships between, or prior to, long term stays funded by EMBO or other organizations.
- Applications for fellowships to attend courses, workshops, or symposia will **not** be considered.
- EMBO New Venture Fellowships do not provide funding for course/workshop/symposia registration fees, benchfees, overheads or any other expenses beyond travel costs between the laboratories involved and the [subsistence rates](#) depending on the country visited.
- The fellowship does not cover Visa costs. EMBO cannot advise on Visa or Tax matters. Please refer to the administration in the host or home institutions for help on these issues.
- Applications to work on a project that is purely applied, intended to develop a product (commercial or not) or a procedure will not be considered. All projects must have a biological significance and should aim to increase our knowledge on a particular biological process.
- It is not possible to apply for an EMBO New Venture Fellowship if other, parallel exchanges are planned to take place between the home and the host laboratories during the planned fellowship duration. Short (one- or two-day) visits or seminar invitations are not considered in this category.
- If the applicant has secured additional funds or grants from other institutions to support the proposed visit, the applicant must notify the EMBO Fellowship Office immediately.

Application process

Applications for an EMBO New Venture Fellowship are accepted via the EMBO online application system.

All applications must be written in English.

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

Timeline

The deadline for applications is 13:00 CET on 7 November 2022, and the outcome communicated by January 2023. Award letters are available from January and visits must commence within 2023.

Application procedure

- All submitted applications are screened by the EMBO Fellowship Office to ensure eligibility requirements are met. Receipt of submitted applications will be acknowledged via email.
- Final decisions will be made by the EMBO Fellowship Head based on reports provided by the EMBO Short-Term Grants Advisory Board.
- Applicants will be informed of the outcome of their application by email.

Application form

The online application form, will ask you to provide information on:

- Contact details of two referees
- Address of the receiving institute and contact details of the host institute supervisor
- A summary of the proposed work
- A summary of your current work
- Justification for the choice of host lab
- Career benefit and career vision
- Basic CV
- Your ORCID ID (if you do not have one, please register at <https://orcid.org/register>)
- Funding sources

The application for EMBO New Venture Fellowships is electronic only. Hard copies will not be processed. This refers to all relevant documents including not only the application form, but also the reference letters and the host institute acceptance form.

Letters of reference

The applicant must provide the names and contact details of two referees who will have to submit their confidential letters of reference online. In the case of PhD students or post-doctoral researchers, one of the referees must be the current supervisor.

In the case that the applicant is already an independent researcher, only one reference letter from a legal representative of the home institution (Dean, Director etc.) is required. If this applies to you, please contact fellowships@embo.org to have your application form updated.

Receiving institute form

The applicant should co-ordinate their application with that of the receiving institute. The applicant must provide the name and contact details of their host supervisor. The host supervisor must submit an acceptance form online. Note that finding a host supervisor is the responsibility of the applicant. Before starting an application, applicants must discuss and agree on their proposal with the host supervisor.

Proposed work

The research proposal should be **well-written and prepared by the applicant**. The proposal is subdivided in two parts: a 250-word summary of the project with its biological significance, and; a 1500 word (excluding references) proposal of the intended research project at the hosting institute.

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

Please keep in mind that all the research activities supported by the EMBO Fellowship Programme must be **in compliance with fundamental ethical and research integrity principles**, such as those set out in the [Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research](#), and in the [Singapore Statement on Research Integrity](#). These refer to questions relevant to the use in research of human materials, including human embryonic stem cells, use of animal models and, in general, any other potential ethical issues that may arise during the applicant's daily research activities. Applicants may be asked to provide evidence that their planned research conforms to the relevant regulations that apply at the host and home institutions.

In line with our commitment to those principles, we provide all EMBO awardees with free access to an online course on research integrity. Completion of the course is strongly encouraged by EMBO.

Justification of host lab

A short justification should allow the reader to understand the choice of the host laboratory for the intended project. Any previous collaborations with the hosting group leader should also be indicated in this section.

Career plan

A short overview of the applicant's career plan upon completion of the New Venture Fellowship should be given.

Present work

The synopsis of the applicant's current research should allow the reader, in a brief and concise manner, to appreciate the applicant's research experience and how this is different to the proposed research topic at the host laboratory.

Publication list

In the publication list, applicants must indicate their three (or fewer) most important publications, i.e. the three primary research papers that in your view provided the most important and original contributions to scientific knowledge. Applicants must NOT include the journal impact factor.

EMBO is a signatory of the San Francisco Declaration of Research Assessment ([DORA](http://www.ascb.org/dora/), <http://www.ascb.org/dora/>), which recommends “not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual scientist’s contributions, or in hiring, promotion, or funding decisions”.

Papers published in preprint servers (e.g. arXiv, bioRxiv, PeerJ) will also be taken into consideration. Papers submitted or in preparation, but not yet accessible to the community, will not be considered and must not be included in the list of publications. **Publication updates after the application is complete will not be accepted.**

Please note: An application is only complete once both reference letters (if applicable) and the host institute acceptance form have been received. It is the applicant’s responsibility to ensure that their application is complete and to submit. Upon submission of an application, the EMBO Fellowship Office will acknowledge receipt and will assign a New Venture Fellowship (NVF) number.

Benefit to career

A short overview explaining how the project will help the applicant enter a new field of research should be given.

Selection

All applications are examined at the EMBO Fellowship Office to ensure that they are complete and eligible. Receipt of complete applications will be acknowledged via email. Applications are judged on the following criteria:

- The biological significance of the project, including its aim to increase our knowledge on a particular biological process.
- Quality of the project to be developed in the host laboratory (novelty, feasibility).
- Justification of the research visit with regard to the applicant's scientific vision.
- Justification of how the project is different from the applicant's current work, and how the fellowship will allow the applicant to enter a new field.
- CV of the candidate along with the reference letters, demonstrating their ability to success in a new area of research.
- The suitability of the host laboratory for the proposed work

Final decisions are made by the Fellowship Programme Head based on reports from the EMBO Short-Term Grants Advisory Board.

Benefits

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

EMBO funds research visits of a maximum of three months (90 days). If additional funding is available from another source and it is scientifically justified, awardees can apply for an extension of an additional three months not covered by EMBO. It is possible to apply directly for more than three months (up to 180 days) but the EMBO grant must be used for the first three months of the visit.

Final report

At the end of the fellowship, applicants are asked to provide EMBO with a report of their activity at the host institute. The report should be sent to fellowships@embo.org. **Please note that you need to indicate your NVF number and your current address on your final report.**

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