



EMBO Long-Term Fellowships

Guideline for Applicants

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1. APPLICATION PROCESS

There are **NO APPLICATION DEADLINES** for EMBO Long-Term Fellowships.

There are, however, **TWO ANNUAL EVALUATION DEADLINES** (mid February and mid August) for EMBO Long-Term Fellowships.

First, 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. 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 your 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) in 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 that will be permitted after the application is confirmed as complete.

1.1 Important dates and evaluation deadlines

Second Friday of February, 2 PM Central European Time: First evaluation deadline. Complete applications up to this deadline will enter the evaluation process. Results for this round will be announced at the end of May or beginning of June.

Second Friday of August, 2 PM Central European Summer Time: Second evaluation deadline. Complete applications up to this deadline will enter the evaluation process. Results for this round will be announced at the end of November or beginning of December.

******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 CET on the day of the deadline will enter the next evaluation round. NO EXCEPTIONS WILL BE MADE.**

2. ELIGIBILITY

2.1 Doctorate degree

Applicants must hold a doctorate degree at the start of the fellowship but not necessarily at the time the application is complete.

Applicants are eligible only if they have obtained their PhD degree a maximum of two years before the date the application is complete. Exceptions to this rule may be 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. Please contact the Fellowship Office for further details. In case of extraordinary 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.

Candidates with a medical degree (M.D.) are eligible to apply for an EMBO Long-Term Fellowship provided they can demonstrate research experience comparable to a PhD. Please contact the EMBO Fellowship office prior to submission.

2.2 Publications

Applicants must have at least one first (or joint first) author research paper accepted for publication, in press or published in an international peer reviewed journal at the time the application is complete. In the case of shared first authorship please keep the order of authors as they appear on the original publication.

We require all applicants to register for [ORCID iD digital identifiers \(iDs\)](#) to ensure unambiguous name assignment. Registration takes less than two minutes, and adoption of digital identifiers enables accurate attribution and accurate candidate identification.

In your publication list, please indicate your three most important publications, i.e. the three primary research papers that in your view provided the most important and original contributions to scientific knowledge irrespective of journal name and impact factor.

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”.

Papers published in preprint servers (arXiv, BioRxiv, PeerJ...) can be listed, but at least one first-author article in an international peer reviewed journal is required at the time the application is complete (see above).

EMBO will not consider papers submitted or in preparation that are not yet accessible to the community, and these must not be included in the list of publications.

Although other types of publications can be listed (reviews, conference proceedings, patent applications, etc.), only original research articles are taken into account for eligibility purposes.

Publication updates after the application is complete are not allowed.

2.3 Mobility

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

General types of mobility:

Applications to work in an EMBC Member State

Three types of mobility are possible:

- (1) From an EMBC Member State → EMBC Member State
- (2) From an EMBC Associate Member State → EMBC Member State
- (3) From a Non-EMBC Member State → EMBC Member State

Applicants, regardless of nationality, can apply for an EMBO Long-Term Fellowship to work in any EMBC Member State provided there is movement between countries.

Applications to work in an EMBC Associate Member State

Two types of mobility are possible:

- (1) From an EMBC Member State → EMBC Associate Member State
- (2) From an EMBC Associate Member State → EMBC Associate Member State

Applicants need to be either EMBC or EMBC Associate Member State nationals and need to have performed their PhD within an EMBC Member State or EMBC Associate Member State.

Applications to work in a Non-EMBC Member State

Only one type of mobility is permitted:

From an EMBC Member State → Non-EMBC Member State

Applicants need to be EMBC Member state nationals and need to have performed their PhD within one of the EMBC Member States. A maximum of 30% of fellowships will be awarded for this category.

For EMBC Cooperation Partner State nationals the same mobility rules as for the EMBC Associate Member State nationals apply.

2.4 Further eligibility rules

Non-EMBC nationals are not eligible for a fellowship in a Non-EMBC Member State, regardless of the nationality of their PhD.

Applications to move from a Non-EMBC Member State or EMBC Associate Member State to a Non-Member State will not be considered regardless of the applicant's nationality.

Applications to perform research in the country where, on the basis of the CV, the applicant normally works will not be considered. Applications for a long-term fellowship in the country 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 host country are only considered if the applicant has not been working in the host country for more than 6 months prior to the completion of the application. Similarly, application is possible if the applicant has already been working in the host laboratory for a maximum of 6 months at the time the application is complete.

International laboratories such as EMBL are considered extra-territorial and movement, for example, from a university or institute in Germany to EMBL Heidelberg is therefore permitted.

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

Applications to work in an industrial research laboratory or with a view to developing 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.

Only research proposals that are within the scientific scope of EMBO can be considered.

Reapplication is permissible only once, irrespective of a change of project or change of host lab.

2.5 Research integrity

EMBO expects responsible conduct of research from its awardees and is engaged in providing educational tools to best provide this information to scientists. This extends not only to the activities of scientists at the bench or computer, but also to issues of research integrity in the writing and publication of research results, as well as the roles of scientists in society.

The application form contains questions relevant to the use of human materials in research, including human embryonic stem cells, use of animal models and, in general, potential ethical issues. All the research activities carried out with the support of an EMBO Fellowship shall 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 (<http://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/index.html#xbasic>), and in the Singapore Statement on Research Integrity (<http://www.singaporestatement.org/statement.html>).

In line with our commitment with these initiatives, we require all our fellows to complete an online course on research integrity (Epigeum, <https://researchintegrity.epigeum.com>) during the first three months after accepting their fellowship in order to be eligible for the second year of the grant. The cost of the course is covered by EMBO.

3. SELECTION PROCESS OF EMBO LONG-TERM FELLOWS

All applications will be examined at the EMBO Fellowship Office to ensure that they are eligible. Eligible applications will be acknowledged via email within one month of submission.

3.1 Evaluation criteria

- (1) Previous scientific achievements of the applicant.
- (2) Scientific quality, 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.

3.2 First stage of evaluation: pre-screening

After the evaluation deadline, usually three, but at least two members of the Fellowship Committee assess each eligible application.

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 six weeks after the application deadline.

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 cannot include any individualized comments in their assessments.

3.3 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. The number of applications selected for an interview is around twice the number of available fellowships in each round. For practical reasons, it is not always possible to have a personal interview and an interview by phone or videoconference is usually arranged. If an interview cannot be arranged at all, the application will be sent for written evaluation.

Interviews normally take place between 7 and 12 weeks after the evaluation deadline. 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 may be requested to 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. 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. **DO NOT SEND SCANNED VERSIONS OR COPIES OF THE RECEIPTS.** We require the original receipts and invoices in order to proceed with the reimbursement. Candidates are expected to travel by second-class rail for journeys of up to 8 hours. Otherwise or in case this is less expensive, air travel (economy class) will be refunded. Subsistence and accommodation expenses are covered by a flat rate daily allowance.

Selection of fellowships

Five to seven 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. Typically the committee meets around 15 to 17 weeks after the closing date and the outcome of the selection is published on the EMBO website shortly after. All applicants are informed about the outcome by email within one week of the committee meeting.

Successful applicants in the first round of the year must start their fellowship between July 1st of that year and February 15th of the following year (see below). Successful applicants in the second 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.

4. 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 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.

5. BENEFITS

5.1 Stipend

The stipend is 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.

5.2 Dependent child allowance

EMBO fellows are entitled to receive an additional allowance for dependent children under the age of 18.

5.3 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. The corresponding amount is prorated according to the fraction of the year in which child-care expenses took place.

5.4 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.*

5.5 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 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 begin within 6 months of the birth of a child.

Fellows should inform the Fellowship Office of their intention to take parental leave.

5.6 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.

5.7 Private Pension Schemes

Participation in the scheme 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:

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

5.8 EMBO Fellows' Meeting

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.

5.9 Laboratory Management Courses

EMBO Long-Term Fellows are offered free access to the EMBO [Laboratory Management Course](#) for postdocs at the end of their fellowship.

Please note that due to budget restrictions waivers are available only to a limited number of EMBO Long-Term Fellows, both previous and current. Places are granted on a strict first come, first served policy. The waiver is available only within 5 years of being awarded the fellowship (counting from January 1st of the year of the award, 1 January 2012 for 2017 courses) and only if the fellowship is held for at least 6 months.

The waiver covers the Laboratory Management Course for Postdocs and accommodation. Travel costs are not included. Fellows are given priority to courses organized around the EMBO Fellows Meeting each year to avoid extra travel expenses.

5.10 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 join the EMBO Fellows' network, attend the Fellows' Meeting and, if they hold the fellowship for at least 6 months, the Laboratory Management 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.

6. EMBC MEMBER STATES

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

7. EMBC ASSOCIATE MEMBER STATES

India, Singapore

8. EMBC COOPERATION PARTNER

Ministry of Science and Technology of Taiwan

9. CONTACT DETAILS EMBO FELLOWSHIP OFFICE

For any queries please contact: fellowships@embo.org