

## **FEBS Short-Term Fellowships**

### **General Guidelines for Fellowships**

<https://www.febs.org/our-activities/fellowships/guidelines/>

- FEBS Fellowships and Scholarships are intended to allow members of a FEBS Constituent Society to work in a laboratory in an academic institution in a different FEBS country from that in which they are normally working.
- Applicants (except those applying for a Summer Fellowship) should be a member of a FEBS Constituent Society.
- Applications from senior scientists and from scientists working for commercial companies will not be considered.
- FEBS Fellowships and Scholarships may not be used to complement, or as an extension to, another fellowship or scholarship. Applicants should state whether applications have been submitted to other funding bodies for the same project and whether any other fellowships have been received towards the same visit.
- No grant will be given by FEBS to the institute receiving the Fellow or Scholarship holder to cover research costs or bench fees.
- FEBS does not recognise recipients of its Fellowships or Scholarships as agents or employees of the Federation and accepts no liability for their actions and activities, or for their health and safety. It is the responsibility of the Fellow or the Scholarship holder to ensure that the host institute is fully covered by the appropriate insurances.
- Medical and travel insurance are not provided by FEBS. Recipients of Fellowships and Scholarships are urged to ensure that they are fully covered by the necessary insurances.
- FEBS is a non-governmental organisation and its Fellowships, Scholarships, Awards and Grants are not automatically endowed with any tax privileges. It is the responsibility of the recipient to pay any taxes levied by a national authority.

### **Short-Term Fellowships**

<https://www.febs.org/our-activities/fellowships/febs-short-term-fellowships/>

FEBS Short-Term Fellowships are awarded for the purpose of scientific collaboration, advanced training or employing techniques not available at the candidates' usual place of work.

Fellowships are granted for periods of no longer than two or, in exceptional cases, three months.

Applicants must have a PhD or at least one published paper as a main author in an international scientific journal. They should normally be scientists who have obtained their PhD degree within the past six years.

Applications may be made throughout the year, but should reach the Chairperson of the FEBS Fellowships Committee at least three months before the proposed starting date.

In order to be eligible to apply for a Short-Term Fellowship, applicants need to be members of a FEBS Constituent Society, to be working in a laboratory in a FEBS country and to be seeking to work in a laboratory in a different FEBS country.

For detailed information, please read the following carefully: General Guidelines for Fellowships; and Guidelines for FEBS Short-Term Fellowships. Application forms can be downloaded from the 'Guidelines for FEBS Short-Term Fellowships' page.

## **Guidelines for FEBS Short-Term Fellowships**

[www.febs.org/our-activities/fellowships/febs-short-term-fellowships/guidelines-for-febs-short-term-fellowships/](http://www.febs.org/our-activities/fellowships/febs-short-term-fellowships/guidelines-for-febs-short-term-fellowships/)

To be read in conjunction with the General Guidelines for Fellowships.

1) These Fellowships are for short-term visits (not longer than two or, in exceptional cases, three months), for the purpose of scientific collaboration, advanced training or employing techniques not available at the usual place of work. Applicants must have a PhD or have at least one published paper as a main author in an international scientific journal.

2) Candidates should normally be scientists who have obtained their PhD degree within the past six years. However, duly justified career breaks such as compulsory national service and parental leave may be considered.

3) Short-Term Fellowships are not awarded for attendance at courses, symposia, meetings or congresses.

4) Short-Term Fellowships are intended to cover subsistence and travel costs for the Fellow only; expenses incurred by dependants are not provided. The daily subsistence allowance amounts to €70 per day. Travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory.

5) Applications may be made at any time, but an application should be submitted at least three months before the proposed starting date.

6) The application process is handled via the online application system.

7) Completed online applications written in English will be submitted to the Chairperson of the FEBS Fellowships Committee and will include the following information:

a) An outline of the research proposal, sufficiently detailed, on no more than two A4-sized pages of single-spaced text set out under the following headings (to be uploaded in pdf format):

- (i) title;
- (ii) nature of the work and outline of the experiments proposed;
- (iii) why it is necessary to travel to a laboratory in another country to perform the work;
- (iv) why the particular laboratory has been selected, including a list of relevant publications (up to five) from the host laboratory;
- (v) why the project will require the time period requested.

b) A short curriculum vitae with a list of publications in the format of the references required by the FEBS Journal. Abstracts should not be included.

c) The host acceptance form from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, confirming that the applicant will be accepted to work at the institute, that its facilities will be made available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official host acceptance form that can be downloaded from the application system, and should be scanned and uploaded with the other applications documents.

d) A referee's letter of support. A letter of support is required from an experienced scientist who knows the applicant and does not work at the host institute. This letter should be written on headed paper of the referee's laboratory. Referees will be provided with a link for direct upload of their letter. Candidates are advised to notify their referee well in advance.

e) A dated letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date upon which the applicant joined the Society. The letter should be scanned and uploaded with the other documents.

8) The Fellowship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.

9) Within three months of completion of the Fellowship, Fellows must send electronically to the Chairperson of the FEBS Fellowships Committee a short report detailing the work done while in receipt of the Fellowship. The FEBS Fellowship should be acknowledged in any work published relating to the project funded and two reprints of each article should be sent electronically to the Chairperson of the Fellowships Committee.

10) A period of at least two years must elapse before applications for a second award of a FEBS Short-Term Fellowship will be considered.

### **FEBS Short-Term Fellowships 2019**

[https://fellowships.febs.org/st\\_2019/](https://fellowships.febs.org/st_2019/)

FEBS Short-Term Fellowships are for short-term visits (no longer than two or, in exceptional cases, three months), for the purpose of scientific collaboration, advanced training or employing techniques not available at the usual place of work.

Applications as well as the referees' letters of support must be submitted online. Incomplete applications will NOT be accepted.

To apply, you are required to register. This enables you to save your application and revisit/edit it before submitting, or to check its status. It is recommended that you register as soon as possible.

To register, please go to the Application Registration page.

#### **Eligibility requirements**

- Applicants must have a PhD or at least one published paper as a main author in an international scientific journal.
- Candidates should be scientists with no more than six years since obtention of PhD degree. However, duly justified career breaks such as compulsory national service and parental leave may be considered.
- Short-Term Fellowships are not awarded for attendance at courses, symposia, meetings or congresses.
- In order to be eligible to apply for a Short-Term-Fellowship, applicants need to be members of a FEBS Constituent Society, to be working in a laboratory in a FEBS country and to be seeking to work in a laboratory in a different FEBS country.
- Applications must be within the scope of the science of biochemistry and molecular biology.
- Applications may be made at any time, but an application must be submitted at least three months before the proposed starting date.
- A period of at least two years must elapse before applications for a second award of a FEBS Short-Term Fellowship will be considered.
- Please view the Eligibility Requirements for further details. The administrator is unable to answer queries relating to your eligibility; please follow the instructions and refer to the guidelines for more detailed explanations.

#### **Fellowship details**

- Short-Term Fellowships are awarded for no more than two or, in exceptional cases, three months.
- Short-Term Fellowships are intended to cover subsistence and travel costs for the Fellow only; expenses incurred by dependants are not provided for. The daily subsistence allowance amounts to €70 per day. Travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory.
- Applications must be completed in English.
- The Fellowship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.
- Within three months of completion of the Fellowship, Fellows must send electronically a short report detailing the work done while in receipt of the Fellowship to the Chairperson of the FEBS Fellowships Committee. The FEBS Fellowship should be acknowledged in any work published relating to the project funded and two reprints of each article should be sent electronically to the Chairperson of the Fellowships Committee.
- Please view the FEBS Short-Term Fellowships page for further information.

#### **Application timetable**

- The application must be submitted at least three months before the proposed starting date.
- FEBS aims to inform the candidates of its decision within one month after submission.
- The Fellowship should be taken up within six months of its award.

## Application Registration

[https://fellowships.febs.org/st\\_2019/registration/index/](https://fellowships.febs.org/st_2019/registration/index/)

Applicants must have a PhD or at least one published paper as a main author in an international scientific journal. Please view the Eligibility Requirements for further details. The administrator is unable to answer queries relating to your eligibility; please follow the instructions.

By registering, you state your interest in applying for a Short-Term Fellowship. You will be asked to provide some basic contact details and will be emailed instructions which enable you to access the application system. This system provides all the facilities required to submit your application, contact your referee or view the status of your application.

To proceed with your application, please read the terms and conditions below carefully, tick the box and click on the Details button.

### Terms and Conditions

- FEBS will not take any responsibility for delays occurring due to technical problems with the system or the website.
- Letters of support provided by referees are confidential and their contents will not be disclosed to candidates.
- The details you provide here will be used by FEBS to review and process your application. Information about how we may use the details you provide can be found in our Privacy Policy.
- This system uses cookies, which must be enabled. By using this system, you agree that we can place these types of cookies on your device. For more details, view the Cookies page.

I accept the terms and conditions above.

## Eligibility Requirements

[https://fellowships.febs.org/st\\_2019/registration/eligibility\\_requirements/](https://fellowships.febs.org/st_2019/registration/eligibility_requirements/)

To be eligible for a Short-Term Fellowship you must pass all the following eligibility requirements:

- 1) You have been awarded a PhD or you have published at least one paper as a main author in an international scientific journal.
- 2) Your work is aimed at furthering the science of biochemistry and molecular biology.
- 3) You are a member of a FEBS Constituent Society.
- 4) You are working in a laboratory in a FEBS member country.
- 5) You are seeking for a stay in a laboratory in a different FEBS member country.
- 6) You have not been awarded a FEBS Short-Term Fellowship during the previous two years.
- 7) No more than six years have passed since you obtained your PhD degree, unless there are duly justified career breaks, such as compulsory national service and parental leave.

If you feel you have strong mitigating circumstances, please complete the application form and the system will provide you with the facility to provide your explanation on the Eligibility Details page.

The administrator is unable to answer queries relating to your eligibility; please follow the instructions.