

Programme Guide

for EMBO Young Investigators and Installation Grantees

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About the Programme

Established in 2000, the EMBO Young Investigator Programme was the first initiative in Europe that recognized the specific needs of junior group leaders setting up their first independent laboratories and it developed activities to help this group of scientists.

The programme aims to:

- highlight some of the best young group leaders in Europe;
- create a mutual support network among the next generation of scientific leaders in Europe;
- help Young Investigators realize their potential as world-class researchers.

The programme selects around 20 EMBO Young Investigators (YIPs) annually and provides support and networking opportunities during a critical stage of their career.

EMBO Installation Grants were set up in 2006 to encourage talented researchers to set up their independent laboratories in participating member states (currently Czech Republic, Poland, Portugal, Lithuania and Turkey). Installation Grantees (IGs) also become part of the Young Investigator Programme (YIPs), and are eligible for most benefits of the programme.

Programme Membership

Duration of membership in the programme is:

- EMBO Young Investigators have full benefit of all activities for 4 years.
- initially three years for Installation Grantees (IGs), with the possibility of a two year extension following a review in the third year of the grant (see page 25).

For female programme members, a one year extension per child born during their programme membership (please let us know) is granted i.e. extension of benefits such as networking and support of your lab. Please contact the YIP office if you qualify, so that this can be noted on your record. For IGs this means an extension of YIP programme benefits and longer to spend the grant funding, but no extra grant payments.

Programme alumni remain part of the EMBO Young Investigator Network, which is made up of current and former programme members. Some activities can be used forever (*well...*), such as attending EMBO Lab Leadership Training, coverage of participation in YIP meetings or sectoral meetings, sending PhD students to the YIP PhD course or the Lindau Nobel Laureate meeting, joint group meetings, institute visits or student exchanges if one current programme member is involved, job advertisement, child care funds and participation in the YIP retreat.

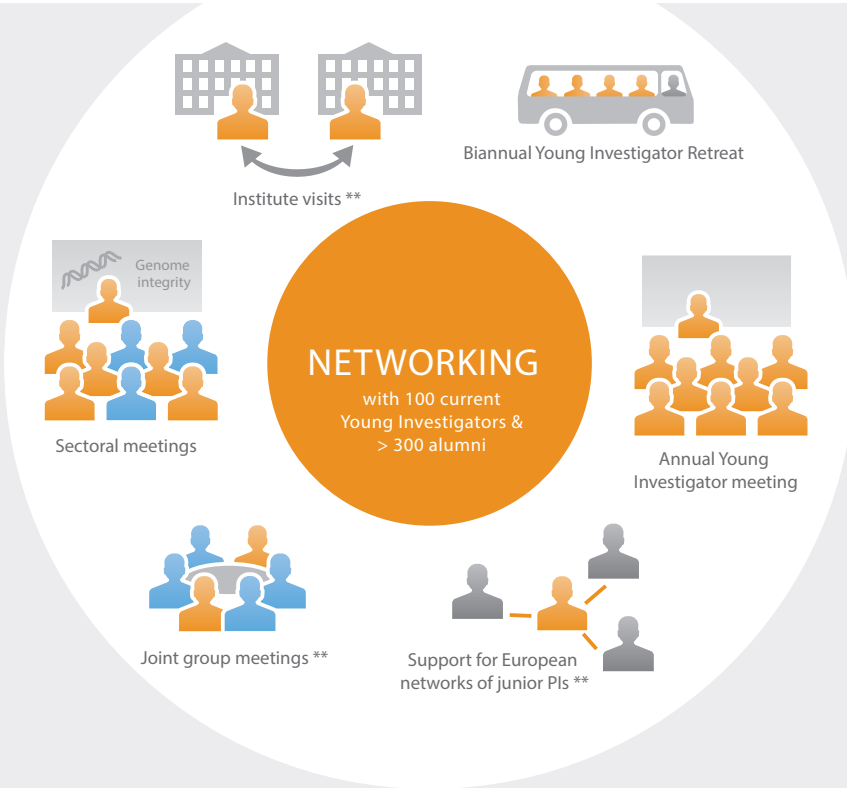
IGs who move away from their host member state and YIPs who move their labs to a country that is not an EMBC Member State, EMBC Associate Member State or co-operating country during the normal membership period forfeit their membership and become former programme members. Travel costs will not be covered for former members who have moved to a country that is not associated with the EMBC. Programme membership may be terminated in confirmed cases of scientific misconduct.

Research integrity training

Adherence to the principles of responsible conduct of research (also called research integrity) is the foundation of all good scientific research. EMBO requires that its awardees are trained in these principles and offers to its Members, Young Investigators and Fellows an online course from Epigeum. This course was developed by a consortium of 22 research institutions, including EMBO, and is free of charge for our members.

You are expected to take the course (this may be substituted for by any other training available or required by your research institute or funder) **by the end of your first year of membership in the programme**. You will be issued a certificate upon completion of the course. We also offer free access for the members of your laboratory and we strongly recommend that you encourage them to take this course as well.

PROGRAMME MEMBERSHIP FROM 2019 ONWARDS: Please mind that all the payments for the programme benefits will be put on hold until you have completed the course.



	Programme member		Lab member		Other scientist
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* Don't forget to inform us of your news, so we can pass this on
 ** Applications for funding must be sent in advance

Networking

PROGRAMME MEETINGS

Annual EMBO Young Investigator Meeting

Aims: opportunity for Young Investigators and Installation Grantees to get to know each other and to learn more/give feedback about the Young Investigator Programme

For: All programme members (current and former) are invited to participate, along with EMBL group leaders. Programme members are expected to attend each meeting during their tenure as current Young Investigators/Installation Grantees.

Location: Meetings take place at a programme member's institute (location chosen via a vote of programme members) and every third year at EMBL Heidelberg.

Format: Short talks from participants, discussion sessions on EMBO and optional training workshops, lots of time for informal interactions.

Meeting website:

<http://www.embo.org/funding-awards/young-investigators/embo-young-investigator-meeting>

Funding limits and eligible costs

Costs covered: (for current and former members):	reasonable travel costs reimbursed see Travel Guidelines (page 32), accommodation and meals during the conference are provided
Not covered:	additional meals

Procedure

Registration:	normally opens in February: details sent by email/eNewsletter
Travel reimbursement:	please send a Travel Expense Claim Form from page 32 and original receipts and boarding passes (if applicable) after the meeting.*

*Paper receipts (e.g. for taxis) and boarding passes must be provided **in original** and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Sectoral meetings

Aims: support collaboration between YIPs working on similar topics and foster discussions and exchange of ideas and data.

Format: self-organizing i.e. groups of YIPs get together to organize themselves. The format of each meeting is decided by the organizers but is generally informal. Groups with overlapping topics can hold back-to-back meetings.

For: all current/former YIPs/IGs. Some groups allow lab members to accompany attending YIPs. Please mind that only senior post-docs may attend sectoral meetings. The YIP office covers only limited costs for lab members and reserves the right to limit the number of participants to keep costs at a reasonable level and to ensure the high quality of the meetings; organizers can choose to select only a sub-set of participants as speakers. See page 11 for the regulations on external participants (non YIPs/non-IGs).

Joining a group: Active groups are listed in the regular newsletters sent by email from the programme office to YIPs, along with the details of upcoming meetings. Please contact the organizer if you are interested in attending one of the listed meetings.

Funding: YIP provides funds to cover local costs, including hotel expenses for attendees. Additionally, travel support is available for attending programme members. Please see page 10 for limits and reimbursement procedure. Travel costs are not covered for lab members.

New topics: If you are interested in organizing a new sectoral meeting, please send us a proposal. We will then contact all programme members for expressions of interest.

Questions on/suggestions for individual groups? Please contact the organizers directly.

Cancellation policy for Sectoral Meeting attendees

The budget for the sectoral meeting depends on the number of participants (i.e. 400 euro per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

Funding limits and eligible costs – programme member travel

Amount:	EMBC: up to 300 euro of attending YI/IG's travel costs Associated Member States: up to 1000 euro also see Travel Guidelines (page 32)
Not covered:	travel support for lab members; additional meals

Procedure – programme member travel

For reimbursement:	please send a Travel Expense Claim Form from page 32 and original receipts* and boarding passes (if applicable) after the meeting.
Not covered:	additional meals

*Paper receipts (e.g. for taxis) and boarding passes must be provided **in original** and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Additional information for sectoral meeting organizers

- The location, date and meeting format should be decided in consultation with participants. Normally the next host/location is decided at the meeting and the date decided via a doodle poll. Please let the YIP office know once these have been set.
- Please inform us of the intended format and expected costs so we can approve these.
- On request, the meeting can be held at EMBL in Heidelberg. The YIP office can help you reserve a hotel and book seminar rooms here.
- We recommend sending at least one invitation to all YIPs and IGs and you may also invite (specific) EMBL group leaders and EMBO Press editors, should you wish. Simply send the invitation text to yip@embo.org for forwarding to the mailing list. You may also want to invite specific programme members directly.
- Please see the table on page 11 for budget, standard payment mechanisms and required reporting. If the standard payment mechanism is not suitable, please discuss with the YIP office well in advance of the meeting.
- Inform your participants of the travel reimbursement limitations and procedures, by referring them to: http://www.embo.org/documents/YIP/attending_sectoral_meetings.doc

Funding limits and eligible costs – local costs

Budget for local costs:	400 euro per YI/IG/EMBL GL attending without group member(s) 600 euro per YI/IG/EMBL GL attending with group member(s) 200 euro for an external PI, please keep number of external guests low i.e. if 4 YIPs attend alone and 6 attend with 1-2 lab members each, budget = $(400 \times 4) + (600 \times 6) = 5200$ euro
Can be used for:	hotel (costs must be reasonable), local travel, catering/dinners
Standard mechanism for local costs:	s 50% advance can be paid to help secure hotel rooms etc. with the remaining funds normally paid on receipt of the final report. If you require an advance payment remember to provide bank details and date/sign the form.

Procedure – local costs

For 50% advance:	please use the Networking Application and Report Form from page 36. If you require an advance payment remember to provide bank details and date/sign the form.
Final report required:	please send a short report including breakdown of costs and participant list using Networking Application and Report Form from page 36, enclosing relevant invoices* and the final programme.

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Participation of non-YIP/IG in sectoral meetings

1. Sectoral meeting organizers may invite external guests (non-YIP/IG PIs) to contribute to the meeting (max amount of guests one third of the total participants). EMBO will support organizers with 400 euro per attending guest, but travel costs of external participants will not be covered.
2. It is not encouraged that a lab member participates in place of a YIP-PI, but it might be accepted under special circumstances. YIP/IG who would like to send her/his senior lab member to attend sectoral meeting instead of her/him will have to convince organizers that this benefits the whole group. Final decision is with the meeting organizers. EMBO will support organizers with 400 euro in this case as well, however travel costs of a lab member will not be covered.

FUNDS TO SUPPORT INTERACTIONS BETWEEN LABS

Institute visits

For:

- Visits between programme members e.g. to give a seminar, plan a collaboration; this includes former programme members, if one current programme member is involved
- Visits of YIP/IGs to collaborator laboratories (YIP and non-YIP).

Can also be used by current programme members:

- to send a postdoc for a (practice) interview with another YI/IG.

Funding limits and eligible costs

Max. amount:	EMBC: up to 500 euro per trip Associated Member States: up to 1000 euro per trip
Can be used for:	travel/accommodation
Not covered:	meals
Also refer to:	Travel Guidelines (see page 32).

Procedure

Apply in advance:	please use the Networking Application and Report Form from page 36
Submit final report and receipts:	please send a short report including breakdown of costs and participant list using Networking Application and Report Form from page 36, enclosing relevant invoices.*

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Local PhD course support

For: current programme members organizing a **local PhD course** who wish to invite a current or former programme member to give a lecture/teaching support.

Funding limits and eligible costs

Max. amount:	up to 500 euro for support of a speaker plus 1 YIP lecture
Can be used for:	travel/accommodation/catering
Also refer to:	Travel Guidelines (see page 32).

Application procedure

Apply in advance!	The programme member organizing the course should submit Networking Application and Report Form from page 36 and receive a formal approval from the YIP office.
Submit final report and receipts!	Please send a short report including breakdown of costs and participant list using Networking Application and Report Form from page 36, enclosing relevant invoices.* This should be from the organizer of the visit.

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Joint group meetings

For: Current programme members (YIP/IG) can ask for funds to support a joint lab meeting with any research group. The support is not restricted to collaborations with YIP groups. Max allowance is 1000 euro per group with a total of max 3000 euro available for each joint group meeting. This can be spent to accommodate more than 3 groups, if needed. To be eligible for this support at least one current programme member should be involved in this activity.

Example 1: if three groups are participating in the joint meeting: 1 current YIP/IG, 1 former YIP/IG and 1 non-YIP group, each group can apply for up to 1000 euro to cover their expenses (travel, accommodation, catering) with a max of 3000 euro allowance for this activity.

Example 2: if four groups are participating in the joint meeting: 1 current YIP/IG, 2 former YIP/IG and 1 non-YIP group, one can apply for up to 3000 euro to cover expenses (travel, accommodation, catering) of these 4 groups.

Example 3: if two groups are participating in the joint meeting: 1 current YIP/IG and 1 non-YIP group, each group can apply for up to 1000 euro to cover their expenses (travel, accommodation, catering) with a max of 2000 euro allowance for this activity.

Funding limits and eligible costs

Max. amount:	1000 euro per group max of 3000 euro per joint meeting
Eligible expenses:	venue, accommodation, travel, meals, etc.
Inviting non-YIP/IG groups:	In case you would like to invite a non-YIP/IG group to participate in your meeting, please take care of all the costs, as we won't be able to do payments to the third parties (non-YIP/IGs in this case)

Application procedure

Apply in advance:	please use the Networking Application and Report Form from page 36: include number of group members, details of any non-YIP groups involved, and breakdown of expected costs.
Reimbursement:	please send a short report including breakdown of costs and participant list by updating the Networking Application and Report Form from page 36, enclosing relevant invoices.* If one YIP covered all costs, only one form is needed.** If each group covered different costs, each group should submit a separate claim, with relevant receipts. The total claimed must not exceed the pooled budget.

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

** Please mind that we cannot make payments to non-YIP groups. We would kindly ask a YI/IG to cover costs of the non-YIP group and receive a reimbursement from us.

SUPPORT OF OTHER PAN-EUROPEAN NETWORKS OF JUNIOR PIS

EMBO YIP can support other European networks of young group leaders that need financial support and involve at least one current EMBO Young Investigator or Installation Grantee. So far, we are supporting JEDI (Junior European *Drosophila* Investigators <http://www.fly-jedi.org> and GENIE (Group of *C. elegans* New Investigators in Europe <http://www.worm-genie.com/>). Funding is provided and used for annual meetings, website support etc.

Application procedure

If you are a member of a similar network that needs support, please contact the YIP office to discuss how we can help.

A Networking Application and Report Form from page 36 should be used to request payment of any funding agreed upon.

An annual report on the use of the funds is required.

Support for your lab

Funds to support a lab retreat

For: **current programme members** who want to organize a lab retreat. This support can be requested **once** during the membership in the programme.

Funding limits and eligible costs

Max. amount:	up to 150 euro per participating lab member
Eligible expenses:	travel/accommodation

Application procedure

Apply in advance:	the programme member organizing the retreat should submit Networking Application and Report Form from page 36. Please include number of group members and breakdown of expected costs.
Submit final report and receipts:	please send a short report including breakdown of costs and participant list using Networking Application and Report Form from page 36, enclosing all relevant invoices.*

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

ACCESS TO OTHER TECHNOLOGIES

Access to core facilities at EMBL

EMBL has granted access to its core facilities at the same rates as the EMBL group leaders for current Installation Grantees and EMBO Young Investigators during active membership in the programme. Some restrictions may apply due to internal policies.

EMBL core facilities exist for Advanced Light Microscopy, Genomics, Proteomics, Protein Expression and Purification, Electron Microscopy, Flow Cytometry, and Chemical Biology.

Application procedure

If you are interested in any of the services, please contact the EMBL core facility leaders directly mentioning your status as a current EMBO Young Investigator/Installation Grantee. Further details about the facilities (including contact details) can be found here www.embl.de/services/core_facilities

Lab member visiting fellowships

For:

- current IGs/YIPs sending lab member(s) to another (YIP or non-YIP) lab to carry out experiments/learn a technique;
- can also be used for visits to EMBL core facilities (see also above).

Funding limits and eligible costs

Max. amount:	EMBC: 1500 euro per trip Associated Member States or from the labs there to EMBC: 2200 euro per trip
Can be used for:	reasonable travel and accommodation costs.
Not covered	subsistence and bench fees

Application procedure

Apply in advance:	please use the Networking Application and Report Form from page 36 with a breakdown of expected costs, including travel and accommodation. The form shall be signed by YI/IG whose lab member is going to use the funds.
Advance payment:	please contact YIP office if you would like to have an advanced payment to cover higher airfare for the inter-continental flights. Please be ready to provide a flight estimate from the travel agency, booking site to support advance payment. If you require an advance payment remember to provide bank details and date/sign the form.
Final report and receipts	please send a short report including breakdown of costs by updating Networking Application and Report Form from page 36, enclosing all relevant invoices.*

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

ADVERTISING OF VACANCIES IN YOUR LABORATORY

Programme members (current and former) are invited to submit PhD or post doc positions available in their laboratories for the online listing of vacancies in YIPs/IGs labs.

<http://www.embo.org/funding-awards/young-investigators/find-a-young-investigator-work-with-a-young-investigator>

The list is also highlighted in the programme's twitter feed (details on page 22) and positions relevant to EMBO Fellows are posted on the Fellows' Facebook page.

Submission procedure

Please use: https://www.surveymonkey.com/r/YIP_AnnouncementForm to submit vacancies in your lab.

Submitted announcements are downloaded every 1-2 weeks and added manually to the online listing. Hence, please mind that your announcement does not appear immediately on our website after your submission. The latest vacancies are also sent in an email to the YIP/IG and FellowsNet mailing lists.

Other short announcements e.g. about conferences you are organizing, faculty position in your institute can also be submitted via the YIPAnnouncementForm, and will be included in the email to the YIPs and (where relevant) FellowsNet mailing list/YIP twitter feed.

If you are looking for PhD students, you may also be interested to know that EMBL offers all PIs access to the list of unsuccessful applicants to the EMBL PhD programme. Please see the following link to register/for further details:

http://www.embl.de/training/eipp/application/applicant_pool/index.html

INTERVIEW SUPPORT

EMBO will cover interview costs (for a postdoc or PhD) as follows: for max of 2 candidates from EU (500 euro each), or for 1 candidate from overseas (1000 euro max). This amount is a total available for you during your programme tenure. Please apply in advance (2-3 weeks before the interview) using an updated Networking Application and Report Form. No advance payment is possible for this activity. We kindly ask you to take care of the interview-associated costs first and then we will reimburse you, or you institute. Please mind that no subsistence can be covered for this type of activity.

PUBLICATION FEES FOR EMBO PRESS JOURNALS

EMBO YIP offers to cover publication charges (excluding VAT) for papers published by EMBO YIPs and IGs in EMBO Press journals (including Open Access).

For: current IGs/YIPs publishing in one of the EMBO press journals.

Prerequisite is that an active member is one of the authors on the paper.

Charges need to be covered up front by the authors and will then be reimbursed by EMBO YIP.

Application procedure

Please use the Networking Application and Report Form from page 36 and paid receipt from EMBO Press to claim the reimbursement.

CAREER DEVELOPMENT FOR YOUR LAB MEMBERS

Meeting participation grants

For: current IGs or YIPs, these grants are for support of YIPs/IGs or their group members attending scientific conferences or courses. *Eligible are:* Any meetings, workshops and conferences, including EMBO Conferences and Workshops.

Funding limits and eligible costs

Amount covered:	EMBC: 500 euro intra-continental 1200 euro inter-continental Associate Member States: 1200 euro* per trip.
Max. per year:	2*500 euro OR 1*1200 euro per YIP or IG lab per year** Associate Member States: 2*1200 euro.
Can be used for:	registration, travel and accommodation for the participant
Not covered:	meals
Payment mechanism:	EITHER as a grant: advance payment is made following approval and based on provided receipts already paid, or on the quotes that support on what the advance payment will be spent (airfare, hotel quote, registration fee) OR as travel reimbursement on receipt of final report and receipts

*The upper limit per YIP per year is 2400 euro for Associate Member States only. This amount can not be used to cover a single trip.

****Installation Grantees** who are invited as speakers at international meetings can apply for meeting participation grants in addition to their labs' 1000 euro/year limit. These are subject to a stricter vetting similar to YIP lectures.

Application procedure

Apply in advance:	please use the Networking Application and Report Form from page 36. Please include the name of the person attending the conference in "list of other participants".
Advanced payment	Please contact YIP office if you would like to have an advanced payment. If you require an advance payment remember to indicate it on the form. Please ensure that you provide quotes (from hotel/airfare) to support your request. Please don't forget to provide bank details and date/sign the form. If a lab member is going to use the travel grant, form shall be anyways signed by YIP/IG.
Final report & receipts submission	Please send a short report including breakdown of costs by updating Networking Application and Report Form from page 36, enclosing all relevant invoices.*** If part of the travel was covered by your institution (usually accommodation and airfare) and part from your personal account (local transportation, registration fees), it is possible to reimburse to two different accounts. Please fill out two Networking Application and Report Forms providing each account details on the second page. Please don't forget to provide bank details and date/sign the form.

***Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Annual PhD course

A committee of 6 programme members and the YIP office annually organize a week-long course for PhD students in YIP/IG labs. The programme includes scientific lectures, workshops, soft-skill courses, student research presentations, poster sessions, grant writing and paper review exercises.

Aim: to give students in YIP labs an opportunity to broaden their horizons and learn skills essential to their scientific career.

For: 36 students from Young Investigator and Installation Grantee labs. Students in 2nd or higher years and in current YIP/IG labs are given priority, however, all can apply.

Application procedure

An annual call for participant applications is announced by email and/or included in the YIP e-Newsletter (normally shortly after the annual YIP meeting). Students apply via an online form – only one application per lab.

Funding limits and eligible costs

Covered:	local course costs including accommodation and meals during the course for students and teachers speaker/organizer travel (reimbursement via travel expense form).
Not covered	travel for students (the host laboratory is expected to cover this).

Nominate your student to attend the Annual Nobel Laureate meeting

EMBO can nominate PhD students to attend the Lindau Nobel Laureate meeting.

Application procedure

The programme office calls for applications from students in Young Investigator and Installation Grant labs, and selects the strongest applicants for nomination. An email request for applications is sent annually by email, normally in October/November.

Funding limits and eligible costs

Covered:	registration fees and accommodation (normally 1250 euro)*
Not covered:	travel costs (the host laboratory is expected to cover this)

*Reimbursement of the funds will be done by direct invoice from the Lindau Organising Committee, there is no need in submitting an extra form.

IN-LAB FACILITATION OF CREATIVE PROBLEM SOLVING

For: all programme members

Aim: to help YIPs/IGs discover novel strategies to tackle a scientific question and to define research direction through facilitation with the Creative Problem Solving (CPS) method.

Format: a professional creativity facilitator consults with the PI in advance to design a workshop to discern a specific question of interest to the group. The workshop would normally involve up to 12 people (normally the PI, 9-10 group members and 1-2 external people picked by the PI) plus the facilitator, and takes 2 days. This can take place at your institute or elsewhere. Depending on the wish of the PI, the workshop can focus more on training (applying creative techniques) or may emphasize solving a specific question.

Expected outcome: Several novel approaches, evaluated and prioritized, to address the designated challenge. Heightened awareness of the climate that supports creative team science. Exposure to a process and tools that help to solve problems more creatively.

As of now the certificate of attendance are also available for all the participants.

Note: you can also use your allowance for the lab retreat (150 euro per person) to cover the expenses of your lab members, if the facilitation takes place during the lab retreat.

Funding limits and eligible costs

Covered:	fee for a 2-day facilitation with up to 12 participants (worth 6000 euro + VAT).
Not covered (the YI/IG lab is asked to cover these costs):	travel/accommodation costs for the facilitator local costs e.g. catering, room hire or overnight accommodation costs of an additional trainer (required if larger group)

Application procedure

Request a workshop:	please use the Networking Application and Report Form from page 36. Please include the name of the person attending the conference in "list of other participants". Please complete part A of the form, including: - a few lines about the question you would like to address and expectations from the workshop in the description - details of who will participate (in list of other participants) - approx. date when you would like the training to take place
The YIP office will send the details to the facilitators	trainers will get in touch with you directly to discuss, define, and plan the workshop in more details.
After facilitation takes place:	YIP office pays trainer invoice directly; YI/IG lab covers any additional costs e.g. trainer accommodation/travel.
Final report is required:	please send an updated Networking Application and Report Form: update part A (date, participants), and complete part C (final report) with a few lines describing the outcome + feedback on the trainers/process.

BRIDGING FUNDS

For: current programme members

EMBO YIP Bridging Funds were introduced in 2019. These funds aim to support staff members of the YIP/IG labs in critical transition periods, i.e. when funding runs out but projects are not yet completed. We offer a stipend of maximally 5000 euro for PhD and postdocs. In exceptional cases we will support Master students (with max 2500 euro). We have only a limited number of these grants available per year. No taxes and no overheads can be paid from this grant. Any extra overheads should be covered by your home institution.

Application procedure

Please write to yip@embo.org to ask for the form to fill out to apply for this support.

Getting you and your science noticed

AT CONFERENCES

Young Investigator Lecture Grants

For: Current EMBO Young Investigators who are invited as speakers to international conferences.

With the aim to:

- promote the visibility of EMBO Young Investigators
- encourage organizers of international meetings to invite YIPs as speakers.

We are not able to suggest specific YIPs as speakers to conference organizers, but can send a standard email introducing the programme and lecture grant schemes with a list of eligible YIPs to the Gordon, Keystone and FASEB offices. Information about YIP lecture grants is also included in the “information for organizers” for EMBO Courses and Workshops.

If you have been invited as a speaker to a conference and want this to be considered for a YIP lecture, we would be happy to contact the organizers to offer support. Please email yip@embo.org.

More information, including conditions of Young Investigator Lecture Grants can be found here:
<http://www.embo.org/funding-awards/lecture-grants/lectures-young-investigator>

Installation Grantees are not eligible, but can instead apply for additional meeting participation grants, outside the normal lab limits when invited as a speaker at an international conference – see page 16.

Funding limits and eligible costs

Covered:	EMBO travel and accommodation up to 800 euro (intra-continental) or 1200 euro (inter-continental) per trip; Associated Member States up to 1200 euro per trip.
Please always refer to:	Travel Guidelines (see page 29)
Limited to:	3-4 YIP lectures per YIP per year and 2-3 lectures per conference
Not covered:	costs towards the general meeting organization meals

Application procedure

Application:	the conference organizer should submit a Lecture Grant Application form (see link to the webpage above)
Approval:	applications are sent for approval by YIP committee chair; approval received (waiting time up to 2 weeks)
Payment procedure:	the EMBO Young Investigator giving the lecture is asked to pay for her/his travel and hotel expenses and subsequently claim the reimbursement with YIP office.
Lecture takes place:	please remember to acknowledge the support.
Reimbursement:	please submit a Lecture grants claim form* (see page 32) + receipts, invoices and boarding passes.

*Travel claim form is provided in approval email and can also be downloaded from:

https://www.embo.org/documents/YIP/YIP_lecture_travel_claim.pdf

Young Investigator Seminar

For: Current EMBO Young Investigators (not IGs) who are invited as speakers to give a talk who is invited to give a talk/seminar/workshop at an institute. Please note that if you are invited by another current YIP/IG to give a seminar at their institute, you may apply for Institute visit funds (page 12).

This support requires an application, the host have to apply to the YIP office using a specific form, after the YIP has agreed to come and give a seminar. If you have been invited as a speaker to give a talk and want this to be considered for a YIP Seminar, please let the host know so that they can apply for this support.

Please email yip@embo.org.

YIP Seminar Application form can be found here:

Funding limits and eligible costs

Covered:	EMBC travel and accommodation up to 500 euro (intra-continental) or 1200 euro (inter-continental) per trip; Associated Member States up to 1200 euro per trip.
Please always refer to:	Travel Guidelines (see page 29)
Limited to:	3-4 YIP Seminars per YIP per year
Not covered:	meals stipend for the speaker

Application procedure

Application:	the conference organizer should submit a Seminar Grant Application form
Approval:	applications are sent for approval by YIP Programme Manager; approval received (waiting time up to 2 weeks)
Payment procedure:	the EMBO Young Investigator giving the seminar is asked to pay for her/his travel and hotel expenses and subsequently claim the reimbursement with YIP office.
Seminar takes place:	please remember to acknowledge the support.
Reimbursement:	please submit a standard travel claim form*, receipts, invoices and boarding passes.

*Travel claim form is provided in the approval email and can also be downloaded from:

https://www.embo.org/documents/current_YIP_IG/Travel_expense_claim_form.pdf

Conference/meeting support for YIPs/IGs organizing meetings

For: current IGs and YIPs who are on the organizing committee of a scientific meeting or conference.

Funding limits and eligible costs

Max. amount:	standard allowance: up to 3000 euro if part of the meeting specifically address PhD students and post-docs*: up to 5000 euro (please read below what activity qualify).
Can be used for:	venue, accommodation, travel, catering, speakers' dinner, etc.
Not covered:	secretarial costs, overheads
Payment:	EITHER advanced payment is made following approval (upon providing invoices, quotes, etc to support planned expenses) OR standard reimbursement procedure after the meeting (after receipt of final report and receipts).
Final report:	always submit a final report about the meeting.

*This might be a workshop for the students and young postdocs only (1 day or 1/2 day long) on a topic selected by the organisers: soft-skill workshop, scientific training, special lecture, etc. Extra funds are provided to support extra expenses associated with activity logistics (venue, catering) and possible trainer fees. **If your conference offers only selected talks, travel grants and poster sessions for the PhD students, it does not qualify for the extra support.**

Conferences and meetings now also qualify for the full support (5000 euro), if organisers are able to demonstrate how these extra funds will be used to contribute to a “greener” version of the meeting: veggie food, decreased CO2 foot-print by supporting speakers/participants to use the train, etc. Please specify how you would use the extra funds (i.e. 2000 euro) to support a greener version of your meeting.

Application procedure

Apply in advance:	<p>please use the Networking Application and Report Form from page 36.</p> <ul style="list-style-type: none"> - In your application please include details of who the meeting is aimed at; - the meeting format (incl. if there will be open registration); expected number of participants; - URL of meeting website (if one exists); - list of confirmed/invited speakers (if not available online). - list of your co-organizers (in list of other participants).
Advance payment:	<p>please indicate this and remember to sign the form and provide invoice or quotes for the planned expenses.</p>

EMBO Young Scientists' Forum (EYSF)

The EMBO Young Scientists' Forum takes place once a year in a member state participating in the EMBO Installation Grant scheme and is organized by local Installation Grantees. The aim of the meeting is, on the one hand, to raise the profile of the EMBO Installation Grantees in that country, and, on the other hand, to offer young researchers the opportunity to attend a high level scientific conference at no registration cost. EMBO Installation Grantees and Young Investigators are normally speakers at this meeting.

Procedure

Local costs: EYSF organizers should contact the YIP office for guidelines, budget etc.

Reporting: organizers should normally submit a Networking Application and Report Form with programme and participant statistics as a final report.

Travel costs for speakers: depending on the agreement with the organiser for each individual meeting, this may be paid directly by EMBO or by the local organizers.

Please contact yip@embo.org if you were a speaker and do not know how to claim reimbursement.

See also: Meeting participation grants, page 16.

ONLINE

Online Databases

The EMBO website features a searchable databases of all current and former YIPs and IGs: <https://yip-search.embo.org/#/>

A searchable databases for the EMBO Members can be found at: <http://www.embo.org/members/find-a-member>

Twitter

The programme has it's own twitter feed, @EMBOYIP, that aims to highlight programme member news, including awards, new papers and available positions.

Job vacancies in YIP labs are listed on the EMBO website; this list (and some individual vacancies) are highlighted regularly on the @EMBOYIP twitter feed. Please see page 15 for details of how to submit vacancies to this list.

For awards, new papers/other news: please send an email to yip@embo.org with any news you would like to be highlighted (this may also be included later in EMBO's newsletter, EMBOencounters).

List of awards won by YIPs

Do let us know of any awards you have won: we would like to highlight your achievements on twitter, on our webpage and in EMBO's newsletter (EMBOencounters). We cannot do this unless we hear about them.

at EMBO

EMBO Directory

The EMBO Directory (EMBO Membership and Young Investigator list) is compiled and distributed annually. It includes details of all current and former Young Investigators. You will be contacted during the spring of your first year as a Young Investigator for a short biosketch, and then periodically to check your details are up to date.

Invitations to EMBO events

YIPs and IGs are invited to participate in the annual EMBO Members' Meeting.

Funding limits and eligible costs

Covered:	reasonable travel costs accommodation (arranged by EMBO following registration)
See also:	Travel Guidelines (see page 29)

Application procedure

Register for the meeting:	accommodation will be taken care of by the conference organizer at EMBO.
After the meeting:	please send Travel Expense Claim form (see Appendix II on page 32) and original receipts, including boarding passes for reimbursement of your travel costs.

Travel claim form is provided in approval email, can also be downloaded from:

https://www.embo.org/documents/current_YIP_IG/Travel_expense_claim_form.pdf

Support for you: career development and monetary award

CAREER DEVELOPMENT FOR YOU

EMBO Solutions

EMBO Solutions address issues of team development, effective communication (e.g. giving feedback), delegation, leadership, conflict management, time management and staff recruitment. Course fees are waived for programme members. Courses are offered throughout the year but often fill-up quickly so please book early. More details can be found at: <http://lab-management.embo.org>

Funding limits and eligible costs

Covered:	residential registration fee
Not covered	travel/additional meals

Application procedure

Apply online, indicate you are a YI/IG and the course fee will be automatically waived.

Mentorship by an EMBO Member

Programme members can choose an EMBO Member as his/her mentor. EMBO provides funds towards an annual visit.

Funding limits and eligible costs

Covered:	travel and accommodation of mentor/mentee EMBC: up to 800 euro per trip Associate Member States: up to 1000 euro per trip
Not covered	meal costs
Also refer to:	Travel Guidelines on page 29

Application procedure

To start a mentor interaction:	please send suggestions for a mentor to yip@embo.org . We will make first contact with the person of your choice.
Reimbursement for a mentor visit:	send a Travel Expense Claim form (see Appendix II on page 32) + original receipts and boarding passes after the visit. No advanced application for funds is required.

Please see: <https://researchskills.epigeum.com/online-courses?section=45>

Funding limits and eligible costs

Covered:	course fee waiver for you and, subject to availability, your lab members.
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Procedure

Please contact the YIP office by email (yip@embo.org) for a log-in token.

Childcare support

EMBO is committed to gender balance and equal opportunity. Recognizing that taking care of children adds financial and time obligations to parents, EMBO provides additional support for scientists with families. Eligible costs include fees for a baby-sitter or child-care facility, travel costs for a relative or friend who can take care of the child, or travel costs for taking the child to the meeting etc.

As of 2018 **former members** also can apply for this support.

Funding limits and eligible costs

Max. amount:	up to 500 euros (both EMBC and Associate Member States)
Can be used for:	<ul style="list-style-type: none">- to cover a baby-sitter or childcare facility,- to fly in a relative who can take care of the child,- to take the child with you to the conference etc. Please describe in your application form how you plan to use these funds.
Not covered:	meals
Payment mechanism	reimbursement after submission of final report, original receipts and boarding passes (if applicable).

Procedure

Apply in advance:	Please use the Networking Application and Report Form from page 36. If you require an advanced payment, please indicate this, provide estimate of the expenses and invoices/quotes to support them and remember to sign the form.
Reimbursement:	please submit an updated Networking Application and Report Form including a short report together with all original receipts and boarding passes (if applicable).

MONETARY AWARD/GRANT

Young Investigator Award

EMBO Young Investigators receive a 15,000 euro award paid to their laboratories during their second year in the programme.

Full terms and conditions for the award are included in the welcome letter to Young Investigators. Briefly, the award can be spent at the Young Investigator's discretion for scientific purposes, and does not have to be spent within the membership period. No overheads can be taken and it cannot be used to supplement the YI's salary. Equipment bought with a small grant remains the property of the programme member, not the host institute. YIPs will be contacted towards the end of their first year and asked to provide account details for the transfer. No financial reporting is required.

Installation Grant funding

EMBO Installation Grantees receive 50,000 euro annually. The award is initially made for three years. Funds for the award come largely from the hosting EMBC Member State. Countries are invoiced each December and once the requested funds are received by EMBO, individual payments are made to the Grantees (generally in March/April).

Terms and conditions for the award are included in the contract between the host institute, Installation Grantee and EMBO. Briefly, the installation grant has to be taken up within the calendar year after selection. A maximum of 10% of the award will be allowed for overheads. A maximum of 20% can be used towards the salary of the successful applicant. The grant can be spent at the discretion of the grantee in support of the laboratory's research efforts. Equipment bought with a small grant remains the property of the programme member, not the host institute. The grant does not have to be spent within the calendar year but can be forwarded to future years within the granting period. Installation Grantees have to submit a short scientific report and a financial report to EMBO at the end of each calendar year. The programme office contacts grantees in December each year with the relevant forms.

Installation grants can be extended from three to five years, subject to a review in the third year. Reports are submitted by the IG and their host institute and reviewed by the EMBO Young Investigator Committee, who makes a recommendation to the Installation Grant Board (made up of the EMBC delegates from states participating in the Installation Grant scheme). Extensions are confirmed after the Installation Grant Board meeting (normally end of November each year). Grantees are contacted in spring of their third year with details of the procedure.

Small Grants

An annual call is made for small grants for current EMBO Young Investigators and Installation Grantees who need additional funds (up to 10,000 euro). The call is normally in December, and is announced in the November or December eNewsletter sent by the YIP office. A committee made up by the Young Investigator Committee Chair, Programme Manager and EMBO Director decides upon the distribution of funds.

No overheads can be taken from small grants and no reporting is required. Equipment bought with a small grant remains the property of the programme member, not the host institute.

OTHER USEFUL INFORMATION

Access to EMBO Press Journals

Online access to The EMBO Journal and other EMBO Press journals is available for those whose institutions do not have a subscription: please contact the YIP office for a username and password.

Contacting other programme members

The YIP mailing list can be used to circulate short announcements amongst current and former programme members (e.g. invitation to meetings you are organizing).

To submit your announcements for the next email to the mailing list please use:

https://www.surveymonkey.com/r/YIP_AnnouncementForm

For other relevant requests e.g. request for help on a particular topic, we are happy to forward messages to the mailing list or to a subset of programme members.

Contacting EMBO

The YIP office can be contacted via email at yip@embo.org.

The programme tries to be responsive to the needs of its members; feedback and ideas for how the programme can help its members are always welcomed. Indeed, many of the current benefits are a result of suggestions made by current and former Young Investigators.

Finding up-to-date information about YIP benefits

The YIP office also keeps in contact with programme members via an eNewsletter, updating members on upcoming events and deadlines, opportunities within the programme and news on other programme members. If you have any news you would like to be included, please send the office an email.

The EMBO website is the best place to find up-to-date information on the programme benefits. The “for current young investigators” section of that webpage contains the most up-to-date version of this guide, and all the forms referred to in this guide:

<http://www.embo.org/funding-awards/young-investigators/for-current-young-investigators>

See also Appendix II (page 32) for examples of the most commonly needed forms, and what they should be used for.

Programme FAQs

What benefits are available to former programme members? Former programme members (YIPs or IGs) can participate in the network through attending programme meetings (both the annual meeting, sectoral meetings and YIP retreat), and through networking with current programme members: funding is provided for all programme members involved in the networking interaction as long as one person involved is a current programme member. Former members are also eligible for coverage of YIP training activities, such as EMBO Research Leadership Courses and CPS in lab facilitation. See Table 1 below for a summary.

Please keep the EMBO YIP Office (yip@embo.org) updated with your moves: let us know your new affiliation and email address. We would also like to hear about awards that you have received. Please note that travel costs will not be covered for former members who have moved to a country that is not an EMBC Member State, EMBC Associate Member State or co-operating partner country of EMBO. A list of member states and co-operation agreements is available at:

<http://embc.embo.org/index.php/about-embc/embc-member-states>

What benefits are available to EMBL group leaders? EMBL group leaders can participate in networking with current YIPs e.g. by attending programme meetings and through institute visits and joint lab meetings with current YIPs. See table below for a summary.

Table 1: Eligibility of current YIPs, former YIPs and EMBL Group Leaders for YIP benefits

Benefit	Current	Former	EMBL group leaders	See page
Networking				
Programme meetings: travel and attendance	✓	✓	✓	9
Institute visits and joint group meetings	✓	✓*	✓*	12 & 13
Support for your lab				
Access to other technologies (EMBL Core Facilities, Lab member visiting fellowships)				14
Students can apply for YIP PhD course or be nominated for Lindau Nobel Laureate Meeting	✓	✓		17 & 17
Meeting participation grants	✓			16
Creative Problem Solving facilitation	✓	✓		18
Getting you and your science noticed				
Lecture grants	only YIPs			19
YIP Seminar	only YIPs			20
Conference/meeting support	✓			20
Advertisement of vacancies in your laboratory	✓	✓		15
Support for you				
EMBO Lab Leadership Courses	✓	✓		23
EMBO Member Mentor	✓			23
Childcare support	✓	✓		24
Small Grants	✓			25

* = when at least one current YI or IG is part of the interaction

Other FAQs

Q: My lab needs support for something that is not covered by a current benefit of the programme. Can this be covered? Please send details to yip@embo.org. If it is broadly similar to one of our current benefits, we may find a way to use networking funds. Alternatively, if it is an idea that fits the programme's aims and would benefit programme members more generally, we can look into the feasibility of adding this as a new benefit. Most of the benefits of the programme started as a result of requests from YIPs.

Q: I/my lab member need to apply for a visa to participate in a YIP-funded activity. Can you provide a supporting letter for the visa application? Yes. Simply send the request including details of the activity, name as it appears in the passport and passport nationality to yip@embo.org.

Q: I/my lab member plans to apply to attend an EMBO Conference / Workshop / Practical course. Will my application to attend/our abstract get priority since I am an EMBO YIP? Participants are selected by the scientific selection committee. No priority is given to members of EMBO communities.

Q: I have submitted a reimbursement request. When will it be paid? Processing times vary between 2 days and 4 weeks depending on:

1. when you submit the claim: EMBO has two payment runs per month: generally on the 10th and 25th of the month (or the closest working day: e.g. if the claim arrives on the 10th June, the earliest it can be paid is 25th June)
2. whether your claim is straightforward and requires no additional information (e.g. correction of bank account details, adding signatures and dates etc.)
3. the workload and holiday status of the programme officer and finance officer.

Should you not receive payment within 1 month of submitting your claim, please let us know and we will look into this.

Q: I am about to move my lab, how do I update my details? Please send an email to yip@embo.org with the new details.

Please note that if you are a current:

- Installation Grantee
 - moving to another country will forfeit your grant.
 - and you are moving to another institute within the same country, you will have to apply for approval for your grant to be transferred, since the offer made by the institute is taken into account during selection. The YIP office will let you know what is required.
- Young Investigator
 - moving within the EMBC will not affect your membership.
 - moving outside the EMBC your membership will be forfeited and you will become a former programme member.

Q: How do you define intra-/intercontinental? In intra-continental interactions we include travel between the wider European area (including Israel and Turkey) or e.g. between Singapore and Taiwan. Inter-continental interactions include travel from the wider European area to other countries.

Appendix I. Travel Guidelines

For eligible travel costs, please adhere to the following guidelines:

Always apply in advance (at least 2 weeks!) for all your travels and networking activities. Travel claim forms submitted without prior application won't be reimbursed.

- When taking the train, EMBO will refund 2nd class tickets.
- For air travel we will only refund an economy fare (APEX tickets). We will not refund business class tickets.
- If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail/economy airfare ticket. Please provide a written estimate. This estimate can be issued by a travel agency or the rail company or be a printout of the cost estimate from the rail/airfare web site.
- For local transport, public transport should be used where possible.
- Expensive airport transfers or expensive taxi fares may not be reimbursed.
- Travel costs for attending sectoral meetings are reimbursed up to a limit of 300 euro for YIPs and IGs (no additional support for lab members).
- **Original receipts** are required for all expenses as well as **original boarding passes**.
- For meeting grants and other travels (lectures, sectoral meetings, interviews etc) no subsistence is reimbursed.

For reimbursement please:

1. Complete a:
 - YIP lecture travel form for reimbursement of YIP lectures
 - Respective YIP travel form for travel to interviews, programme meetings or mentor visits (to download from our website)
 - Networking Application and Report Form to claim networking expenses involving travel (see page 32 for more details)
 - Please include a short breakdown of all your expenses. if the list is too long feel free to use an Excel.
 - Please mind that we can only reimburse to EMBO programme members (YIPs, IGs, their lab members and institutions). If you are organising a joint lab meeting, institute visit or a conference, please ensure that you/your institution is paying the costs.
We won't be able to reimburse directly to invited speakers, guests, collaborators.
 - Please always carefully check that all receipts are enclosed and listed properly. Emailing back and forth asking for clarifications, confirmation, missing documents takes time and pushes your reimbursement down on the processing list.
 - Lab retreat and joint meeting cases: If you are submitting receipts for dinner, fuel, social activities, please label each one of them briefly by hand so that is easier to categorise them.
 - If your institution requires original receipts to be kept at your home finance office, please drop us a short email about this. In this case copies/scans are accepted.
2. Attach original tickets, invoice/receipts and boarding passes (if applicable) for each expense listed on the claim form, and send the whole package per post to:

EMBO YIP
Attn: Olena Steshenko
Postfach 1022.40
D-69012 Heidelberg
Germany

For couriers please use:

EMBO Young Investigator Programme
Meyershofstr. 1.
D69117 Heidelberg
Germany

We cannot accept scanned copies of paper receipts and boarding passes ; these must be sent in original by post with the signed form.

However:

- If all receipts were originally electronic, then you can also print and sign the completed form, and send this per email attachment along with the electronic receipt(s) and boarding passes.
- If an app on a smartphone was used to store boarding passes – please do a screenshot of them from your phone and send them per email to our office.
- If your institute/university requires storing paper receipts, then sending a scanned copy of those is acceptable, but please inform us about this.

Please carefully review your bank account information to avoid delays in payments: please always provide IBAN (or ROUTING No) and SWIFT code!

- Please note that we do not cover subsistence, neither during YIP/IG interviews, nor for any other travels. Exception: catering during meetings, lab retreats, and joint lab meetings.
- If your institute/university has paid for part of your travel, it is possible to split the reimbursement payment. Please fill out a separate Travel Expense Claim form for each case, always providing your name and signature on the form, but different bank accounts (your private and that of your institution).
- **ALWAYS date and sign your all your forms!**
- Reimbursement claims must be received by EMBO within the same calendar year (i.e. by 31st of December) or, for networking interactions that occur in December, by 20th of January. Our budget runs on a calendar year basis, and claims for travel from the previous year cannot be paid once we close the budget at the end of January.

Should you have any questions, please contact us prior to making any final arrangements:

Email: yip@embo.org

Phone: +49(0)6221 8891 110 (Lena) / 112 (Gerlind)

Travel Guidelines for Young Investigators in EMBC Associate Member States

As of 2017 the following limits for the travel costs reimbursement were introduced for the programme members residing in the EMBC Associate Member States: India, Taiwan, Singapore and Chile.

Activity/Benefit	limit per trip (in euro)
Institute visit/seminar, joint group meeting* etc.	1000 euro
Lab member visit	2200 euro
Meeting grant**	1200 euro (2x per year)
Sectoral Meeting (travel costs)	1000 euro
Annual YIP meeting	full coverage***
YIP Lecture	1200 euro (3 – 4x per year)
YIP Seminar	1200 euro (3 – 4x per year)

Please note the following:

* Institute visits/seminars, as well as costs for joint group meetings will be covered only if this activity takes place in EMBC or EMBC Associate Member States.

** These grants can be used to cover conference/workshop/course attendance for you, or your staff. The upper limit per YIP per year (2 trips) is 2400 euro. This amount cannot be used to cover a single trip.

*** Of reasonable travel costs (please see Travel Guidelines on page 32)

We kindly ask you always contact us prior to making any final bookings!

email: yip@embo.org

Phone: +49(0)6221 8891 110/112

Appendix II. Reimbursement Forms

The download section of the following webpage contains the most up-to-date version of the forms referred to in this guide:

<http://www.embo.org/funding-awards/young-investigators/for-current-younginvestigators>

There are three forms that programme members need to use to claim expenses:

1) **YIP Lecture claim form** Travel/accommodation expenses for YIP Lectures (see page 19). Must be **printed and signed**, and returned with original receipts and boarding passes (if applicable).

2) **YIP Travel Expense Claim form** Used for general travel expenses for activities that do not have to be applied for in advance, and no report is needed for e.g.

- travel costs for YIP annual and sectoral meetings
- mentor visits, travel to EMBO Members meeting.

Must be printed and signed, and returned with original receipts and boarding passes (if applicable).

3) **Networking Application and Report Form** Used for all other interactions (unless the YIP office confirms that a travel form is okay), both to apply for the funds and submit the required final report. See page 36 for further instructions.

We cannot accept scanned copies of paper receipts and paper boarding passes!

These must be sent in original by post with the signed form (the postal address is on the form).

However if ALL receipts were originally electronic (e.g. you are only claiming your flight and have an email booking confirmation or an invoice provided by email as a PDF), then you can also print and sign the completed form, and scan it to send as an email attachment along with the electronic receipt(s).

Please do not insert image of your signature into the electronic file: our auditors do not accept this as a signed form.

The image shows two reimbursement forms from EMBO Young Investigator Programme. Form 1 is the 'Lecture claim form' and Form 2 is the 'Travel Expense Claim form'. Both forms include fields for personal details, travel details, and a signature line. A large diagonal watermark reads 'Please download from YIP website'.

Networking Application and Report Form

This form is used for activities for which advance application and a final report are required (most activities).

The form can be downloaded from the following webpage:

<http://www.embo.org/funding-awards/young-investigators/for-current-younginvestigators> direct link:

http://www.embo.org/documents/YIP/networking_application_report_form.doc

For an application

- See what information is required by reading the description of the benefit in the programme guide
- Fill in the Networking Application and Report Form (see next page for an example)
- Send this to the YIP office
 - If no advance is requested, this can be sent as attachment to yip@embo.org
- Keep a copy of the word form to update for the final report
- Keep all of your receipts, invoices and boarding passes

For an advance payment:

- If an advance is requested, the application must be printed and signed but can then be scanned in and sent to yip@embo.org [available only for a subset of activities]
- please submit quotes (or invoices, if already paid) to support estimates of the expenses in case of the advance payment request: quotes from the air company website, registration fee payment, hotel quotes, etc.

For the final report

- Update the Networking Application and Report Form normally by:
 - updating part A and B
 - entering your short report in part C
 - (if a payment is to be paid) entering the bank details in section D
 - printing and signing the form.
- send the signed form to the YIP office along with all required documents
 - If original paper receipts (taxi, local transport tickets, boarding passes) are involved, the final report must be posted (address provided on the form);
 - if no receipts required or all receipts are originally electronic, the signed form can be scanned and sent as an email attachment with the electronic receipts/documents to yip@embo.org.

Categories	See page	Categories	See page
Institute visit or seminar	12	Meeting/conference support	20
Local PhD course	12	Meeting participation grant	16
Joint group meetings	13	CPS Facilitation	18
Lab retreat	14	Sectoral meetings (local costs)	9
Lab member visiting fellowships	14	Childcare support	24

Other includes:

EYSF (local costs) – see page 21 + “info for organizers” doc sent to organizers

Support of other pan-European networks – see page 13 + discussions with YIP office

Name of YIP or IG applying

Check application if applying, and change to final report when submitting as final report!

PART A: DETAILS			
Name of Applicant (YIP or IG): <input type="text"/>			
This is:		Application <input type="checkbox"/>	Final report <input type="checkbox"/>
Category (please see the YIP Programme Guide for a description and rules):			
Institute visit or seminar etc. (max €500)	<input type="checkbox"/>	Joint group meetings (max €1000 per group)	<input type="checkbox"/>
Local PhD course support (max €500)	<input type="checkbox"/>	Meeting/conference support (€3000-5000)	<input type="checkbox"/>
Lab visiting fellowship (max €1500 €2200 to Associated Member States)	<input type="checkbox"/>	Meeting participation grant (€500 Europe/ €1200 overseas)	<input type="checkbox"/>
CPS Facilitation (trainer's fee only)	<input type="checkbox"/>	Childcare support (€500 max)	<input type="checkbox"/>
Sectoral meeting local costs (max €400/ YIP or €600 / YIP + 1 lab member)*	<input type="checkbox"/>	Lab retreat (max €150 per lab member)	<input type="checkbox"/>
EMBO press publishing fees	<input type="checkbox"/>	EYSF local cost	<input type="checkbox"/>
Interview costs (postdoc/PhD)	<input type="checkbox"/>		
Start date of networking	End date of networking:	Total days	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name & location of conference / meeting: <input type="text"/>			
Description of meeting/networking interaction/list of other participants (if applicable) <input type="text"/>			
PART B: COST– please check estimated costs at application and final costs at the final report submission			
These are:	Expected costs <input type="checkbox"/> / Final costs <input type="checkbox"/>		
At application: is an advanced payment required from EMBO YIP? If yes, please fill out PART D, sign and date the form.	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
As final report: has an advance been paid by EMBO YIP?	If yes, specify amount paid: <input type="text"/>		
Name of expenditure (accommodation, registration fee, travel)	Cost of expenditure (in original currency)		
<input type="text"/>	<input type="text"/>		
TOTAL:	<input type="text"/>		
PART C: REPORT - please provide a brief report on the interaction			
<input type="text"/>			
Poster or talk presented at the conference? (for meeting grants only)		Yes <input type="checkbox"/> / No <input type="checkbox"/>	

More about each category to be found in the Programme Guide

List of your lab members

Choose expected cost at application and change to final costs when submitting the final report for reimbursement

For eligible categories, please indicate if you would like an **advanced payment**. When submitting **final report** specify if advance has been received and how much

Brief report when submitting final report. It needs to be submitted even if advanced payment has been received for the conference. It should include a brief explanation how the costs were spent.

Date:

Signature***

ALWAYS date and sign ALL of your applications!!!!

PART D: Account details / confirmation

Full Name:

Full name of YIP or IG applying or person to whom the funds will go to (person using the meeting grant)

Account Holder:

Name and Address of Bank:

Bank Account Number:

Bank Code Number:

Swift Code (8 or 11 characters):

IBAN Code/Routing (9 digits):

Reference (if requested):

Currency of account (if not EUR):

I certify that I have incurred / will incur the above expenditures while on EMBO business

Date:

Signature***

*** SIGNATURE LINE ***

Bank details only needed if you are:

- applying for an advance

OR

- sending a final report where reimbursement is needed.

ALWAYS date and sign ALL of your applications!!!!

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