

# EMBO Installation Grants

## **Application guidelines**

**Application deadline 2020:**

The application deadline for Installation Grants is: 15 April 2020

**EMBC Member states:** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

**EMBC Associate Member states:** India, Singapore

**Countries/territories covered by a co-operation agreement:** Taiwanese Ministry of Science and Technology and Academia Sinica, Chile

**EMBO subject areas:** Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

**Contact:** [yip@embo.org](mailto:yip@embo.org)

**EMBO YIP Committee 2020:**

Gerhard Christofori (CH)  
Pascal Genschik (FR)  
Christoph Dehio (CH) (chair)  
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# EMBO Installation Grant

## Application guidelines

Application for an EMBO Installation Grant is via an online application process as described below.

Please check the eligibility criteria before applying.

Should you have questions regarding your application, please contact [yip@embo.org](mailto:yip@embo.org).

## Eligibility

- Applicants must be negotiating a full-time position at an institute or university in the Czech Republic, Poland, Portugal, Lithuania or Turkey by the date of application, or have established a laboratory in one of these countries in the last two years (counted from 1 January in the year of application).
- Applicants must be doing research on any of the EMBO subject areas.
- Applicants should have received their PhD less than 9 years prior to application.
- Applicants are expected to have obtained sufficient funding to run their laboratory.
- In the four years prior to their application, applicants should have spent at least two consecutive years outside the country in which they are planning to establish their laboratory.

### **Please note:**

- For female candidates with children, the limit of 9-years after PhD is automatically extended by one year per child.
- For male applicants with children, the limit of 9-years after PhD can be extended by the actual time taken off as paternity leave or – if their partner is working at least 80% FTE (full-time equivalent) – 3 months per child, whichever is longer.
- Applicants who have not yet started their new position, must take up the position and start the grant by 31 December in the year following application.
- For successful applicants who have already established their laboratory, the grant start date is 1 January in the year following application.

Please contact the YIP office for eligibility advice before applying if:

- you require an extension of the eligibility period due to illness, extended military service or other exceptional circumstance;
- your transition to an independent group leader did not involve a formal change in position;
- you are unsure whether you meet our criteria for an independent group leader.

# Application process

Applications for an EMBO Installation Grant are accepted via the EMBO online system. The application includes an online form for both the scientist and the receiving institute, as well as an offline application form (a protected Word document to download), which must all be completed. Please refer to the application guidelines below before starting your application.

## Timeline 2020

Deadline for pre-application	15 April, 14:00 CEST
Pre-application results announced	mid June
Interviews	04 November, in Heidelberg, DE
Meeting of Strategic Development Installation Grants (SDIG) Board (final decision)	23 November
Results announced to applicants	by mid December
Results announced publicly	by end of December

## Application procedure

- All incoming applications are screened by the EMBO Office to ensure eligibility requirements are met.
- Approximately 50% of the applicants are selected for interview with an EMBO Young Investigator Committee in Heidelberg, on the 4th of November
- All the applications from the candidates selected for the interview are sent to an EMBO Member, who is an expert in the applicant's research area, for a confidential review.
- After the interview, the EMBO Young Investigator Committee ranks all applicants and makes a binding recommendation to the Strategic Development Installation Grants (SDIG) Board.
- Final decisions on the award of an Installation Grant are made by the SDIG Board at the end of November. The decision is based on the ranking provided by the EMBO Young Investigator Committee.
- All applicants will be informed of the outcome of their application by email shortly after the board meeting.

## APPLICATION FORMS

### INSTALLATION GRANTS SCIENTIST ONLINE APPLICATION FORM

In the online form, you will be asked to provide the following information. For further instructions, please see sections below.

- basic CV data
- your ORCID ID (if you do not have one, please register at <https://orcid.org/register>)
- a summary of your current research activities
- a description of your institute
- details of other funding applied for or already available to the lab
- contact details for three referees
- contact details for the person who will complete the receiving institute application on behalf of the receiving institute
- a PDF of the completed IG scientist application form. Please follow the detailed instructions for this form below.

## LETTERS OF REFERENCE

Please choose three scientists (preferably former supervisors) who will provide letters of reference. Their details (name, address and email) should be entered via the online form described above; the system will contact each scientist and ask them to submit an online reference as soon as the “activate this referee” checkbox is clicked.

Please list and activate the referees as soon as possible – preferably four weeks prior to the deadline. All three letters of reference must be completed by the application deadline on 15 April. The referees can be listed and activated before the rest of the application is complete; the application form will remain editable until the deadline or until the “submit” button is clicked. It is your responsibility to check that the referees have received the request and complete the form. If a referee does not receive the reference request, please contact the Young Investigator Programme office (yip@embo.org), so that the request can be resent. You can check on the home page of the EMBO application system whether a referee has submitted a reference; the status of each reference request is listed under the link to the application.

If you are a re-applicant and wish to re-use a previous letter of reference, please fill out the name and postal address of the referee, but enter yip@embo.org into the email field; the YIP office will manually add the reference letter from your most recent application after the application deadline.

Further instructions for completing the online form can be found in the application system. The online form can be accessed updated until the deadline (14:00 CEST on 15 April).

## IG SCIENTIST OFFLINE APPLICATION FORM

Please download the IG scientist application form (a protected Word document) from our website.

- The form should be completed in Helvetica or Arial font, size 10.
- Margins should not be altered.
- The form should be saved in PDF format for upload via the online system.

## Curriculum vitae

- Please provide the title of your position and institute name as well as your professional experience and education in reverse chronological order, i.e. latest information first. Please follow specifications on the form, and include both the year and month as the dates.
- The “Other relevant information” section should include only relevant CV information (5 lines maximum).

## Publication list

- Please sort your publications into the categories shown by the headings, listing:
- Published or in-press primary research articles from different career stages in the relevant “Publications arising from...” sections;
- Manuscripts submitted to peer-reviewed journals in the “In submission” section;
- Reviews, comments, book chapters etc in “Other publications”..
- Publications should be listed in a compact format, such as that used by The EMBO Journal.
- Please emphasise your own name in bold, and (where appropriate) italicise members of your own independent laboratory.

**Example:** *Thiru A, Nietlispach D, Mott HR, Okuwaki M, Lyon D, Nielsen PR, Hirshberg M, Verreault A, Murzina NV, **Laue ED**. Structural basis of HP1/PXVXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. (2004) 23: 489-499*

- Your two best publications (see definition below) should be underlined.

- If a publication from your independent group is co-authored by your former supervisor, please briefly explain his/her contribution.
- EMBO will consider papers published on preprint servers (arXiv, BioRxiv, PeerJ., etc), but a first author publication in an international peer reviewed journal is still a requirement.
- EMBO is a signatory of DORA and does not use journal-based metrics such as impact factor during the assessment process. Please do NOT include these in your publication list.

**Your two best publications** Please provide details of your two best publications including a short summary and an explanation of why you chose that particular paper (max 1000 characters).

**Synopsis of recent work** Please describe the research carried out during your PhD and postdoctoral research. (1 page maximum)

### Research

- Describe the research projects you plan to carry out in your independent laboratory (3 pages maximum, excluding bibliography).
- Any figures are included within the page-count. Figures can be inserted using copy/paste or by dragging a jpg/png file into the text (the “insert” menu is not available in protected forms).

**Budget online** Please outline the budget for the projects described in the research section. Please detail any additional funds you will allocate from the other sources available to you (as listed in the funding section of the online form) and provide a rough breakdown of how you plan to allocate the total funds available to the projects.

**Please note** EMBO Installation Grants provide 50,000 euro / year for 3-5 years. A maximum 10% can be used for overheads and a maximum of 20% can be used to supplement the grantee’s salary. We recommend you keep a copy of the final version of your form for your own records.

## RECEIVING INSTITUTE FORMS

The applicant should co-ordinate their application with that of the receiving institute; both forms must be submitted by the deadline. The applicant online form asks for details of the contact person at the receiving institute. Ideally the contact person should be the person with whom the position was or is being negotiated.

As soon as the applicant activates these details in their online application, a personalized link to an online receiving institute form will be sent by email to the contact person. Please list and activate the contact as soon as possible to allow sufficient time for the receiving institute to complete the form. In the online form the contact person is asked to describe:

- the offer to the applicant: e.g. the start-up package offered to the applicant, including lab space, equipment, staff, access to central facilities, teaching or other duties, support of scientists career and future possibilities. Candidates are expected to have limited teaching and administrative duties. The duration of the appointment and the career prospects for the applicant at the institute should also be stated.
- the institute infrastructure: including a listing of the equipment and colleagues relevant to the applicant’s area of research.
- the selection process: details of the selection procedure, and the reasons for choosing the applicant.

The email to the institute contact person also contains a confirmation form, which must be signed by the head of the institute. The institute contact should arrange for this to be signed and sent to EMBO at the address on the form.

## Selection

Selection of EMBO Installation Grantees is made by the EMBO Young Investigator Committee. The number of grants to be awarded is decided by the Strategic Installation Grant Board, which is made up of representatives from participating EMBC Members States.

Application, interview report and host institute's offer are taken into account by the EMBO Young Investigator Committee who rank applications based on the selection criteria described below.

### **TRACK RECORD**

- Are the publications to date an indication that this is an outstanding scientist? Please note that EMBO is a signatory of DORA and does not use journal-based metrics such as impact factor for evaluation.
- Has the applicant shown a willingness to change research area, which is an indication of an ability to tackle new and important problems?

### **RESEARCH**

- Is the proposed research interesting and realistic?

### **GROUP AND RESEARCH ENVIRONMENT**

- Is the research environment conducive to competitive research?
- Is the number of laboratory members and the available funds sufficient to undertake the described research?

### **OFFER BY THE HOST INSTITUTE**

- Does the host institute provide a good environment for the applicant, i.e. sufficient lab space, basic lab equipment, access to central facilities, availability of funding for students/technicians/postdoctoral researchers, colleagues relevant to the applicant's area of research etc.
- What are the teaching requirements and other responsibilities of the applicant? Is the time that can be dedicated to research sufficient?
- An offer that is not considered adequate for the project presented by the applicant will receive low scores and as a result, may not be funded.

### **INDEPENDENCE**

- Is the candidate intellectually and financially independent?

Due to the high number of applications, it is not possible to give any individual feedback. Reasons for the rejection will not be communicated.