

# Programme Guide

## for EMBO Young Investigators and Installation Grantees

Version 13.0 – November 12, 2020





# Contents

About the Programme . . . . .	5
Programme Membership . . . . .	5
Research integrity training – EPIGEUM . . . . .	5
GRAPHICAL SUMMARY OF PROGRAMME BENEFITS . . . . .	7
Networking . . . . .	9
PROGRAMME MEETINGS . . . . .	9
Annual EMBO Young Investigator Meeting . . . . .	9
Sectoral meetings . . . . .	9
FUNDS TO SUPPORT INTERACTIONS BETWEEN LABS . . . . .	12
Institute visits . . . . .	12
Local PhD course support . . . . .	12
Joint group meetings . . . . .	13
SUPPORT OF OTHER PAN-EUROPEAN NETWORKS OF JUNIOR PIS . . . . .	13
Support for your lab . . . . .	14
Funds to support a lab retreat . . . . .	14
ACCESS TO OTHER TECHNOLOGIES . . . . .	14
Access to core facilities at EMBL . . . . .	14
Lab member visiting fellowships . . . . .	14
ADVERTISING OF VACANCIES IN YOUR LABORATORY . . . . .	15
INTERVIEW SUPPORT . . . . .	15
PUBLICATION FEES FOR EMBO PRESS JOURNALS . . . . .	16
MANUSCRIPT EDITING SERVICES . . . . .	16
CAREER DEVELOPMENT FOR YOUR LAB MEMBERS . . . . .	16
Meeting participation grants . . . . .	16
Annual PhD course . . . . .	17
Nominate your student to attend the Annual Nobel Laureate meeting . . . . .	17
IN-LAB FACILITATION OF CREATIVE PROBLEM SOLVING . . . . .	18
VOCATIONAL TRAINING . . . . .	18
Solution-focused training . . . . .	20
Leading your team in a crisis: Group Coaching Sessions . . . . .	20
BRIDGING FUNDS . . . . .	21
Getting you and your science noticed . . . . .	22
AT CONFERENCES . . . . .	22
Young Investigator Lecture Grants . . . . .	22
Young Investigator Seminar . . . . .	23
Conference/meeting support for YIPs/IGs organizing meetings . . . . .	23
EMBO Young Scientists' Forum (EYSF) . . . . .	24
ONLINE . . . . .	25
Online Databases . . . . .	25
Twitter . . . . .	25
List of awards won by YIPs . . . . .	25
at EMBO . . . . .	25
EMBO Directory . . . . .	25
Invitations to EMBO events . . . . .	25
Support for you: career development and monetary award . . . . .	26
CAREER DEVELOPMENT FOR YOU . . . . .	26
EMBO Solutions . . . . .	26
Mentorship by an EMBO Member . . . . .	26
Childcare support . . . . .	27
MONETARY AWARD/GRANT . . . . .	28

Young Investigator Award . . . . .	28
Installation Grant funding . . . . .	28
Small Grants . . . . .	28
OTHER USEFUL INFORMATION . . . . .	29
Access to EMBO Press Journals . . . . .	29
Contacting other programme members . . . . .	29
Contacting EMBO . . . . .	29
Finding up-to-date information about YIP benefits . . . . .	29
Programme FAQs . . . . .	30
Other FAQs . . . . .	31
Appendix I. Travel Guidelines . . . . .	32
Travel Guidelines for Young Investigators in EMBC Associate Member States . . . . .	34
Appendix II. Reimbursement Forms . . . . .	35
Networking Application and Report Form . . . . .	36

## 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 28).

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.**





Institute visits \*\*

Biannual Young Investigator Retreat



Sectoral meetings

**NETWORKING**  
with 100 current  
Young Investigators &  
> 600 alumni



Annual Young  
Investigator meeting



Joint group meetings \*\*



Support for European  
networks of junior PIs \*\*



Meeting grants \*\*



EMBL core facility  
access



Creativity  
facilitation \*\*



Invitation to Lindau Nobel  
laureate meeting  
send your PhD students



Lab retreat  
once during the programme  
membership



Job vacancies \*  
announcements through our  
channels



Interview support \*\*  
to cover interviews cost for  
a postdoc or a PhD student



Young Investigator PhD  
course & support for local  
PhD courses \*\*



Bridging funds\*\*  
to support your lab member  
during a transition period\*\*



Awards  
listed on EMBO website &  
in EMBO newsletter \*



Inclusion in the  
EMBO directory



Lecture grants \*\*  
for talks of Young  
Investigators at interna-  
tional conferences



Conference support \*\*  
for Young Investigators  
organising meeting  
also in virtual format



YIP Seminars \*\*  
for invited talks of Young  
Investigators at institute  
seminars



EMBO Press  
publishing fees covered



Online database  
of Young Investigators &  
Installation Grantees



News & (job)  
announcements \*



For Young Investigators  
15,000 EUR award



Lab leadership courses



Small grants  
Extra funding of up to  
10,000 EUR: competitive  
annual call



Vocational training\*\*



Childcare support\*\*



For Installation Grantees  
50,000 EUR per year,  
3–5 years



Programme  
member



Lab member



Other  
scientist

\* 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 35), 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 35 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 35)
Not covered:	travel support for lab members; additional meals

### Procedure – programme member travel

For reimbursement:	please send a Travel Expense Claim Form from page 35 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](mailto: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](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 39. 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 39, 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 35).

#### Procedure

Apply in advance:	please use the Networking Application and Report Form from page 39
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 39, 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 35).

#### Application procedure

Apply in advance!	The programme member organizing the course should submit Networking Application and Report Form from page 39 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 39, 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 39: 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 39, 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 39 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 39. Please include number of group members and breakdown of expected costs.
Submit final report and receipts:	please send a short report including <b>breakdown of costs</b> and participant list using Networking Application and Report Form from page 39, 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](http://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 39 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 39, 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 25) and positions relevant to EMBO Fellows are posted on the Fellows' Facebook page.

### Submission procedure

Please use: [https://www.surveymonkey.com/r/YIP\\_AnnouncementForm](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](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 39 and paid receipt from EMBO Press to claim the reimbursement.

## MANUSCRIPT EDITING SERVICES

EMBO YIP offers to cover manuscript editing services charges (up to 1000 euro) for papers published by current EMBO YIPs and IGs.

Prerequisite is that an active member must be last author. This benefit can be used once in a YIP membership.

Charges need to be covered up front by the authors and will then be reimbursed by EMBO YIP. To claim the reimbursement please submit to EMBO YIP office the filled out Networking Application and Report Form from page 39 and a paid receipt.

## CAREER DEVELOPMENT FOR YOUR LAB MEMBERS

### Meeting participation grants

*For:* current 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: 1000 euro for intra-continental conferences   1200 euro if overseas travel is involved Associate Member States: 2*1200 euro*.
Annual max:	1000 euro <b>OR</b> 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, poster printing
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

\*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 39. 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 39, 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 39. 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/IGlab 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.

## VOCATIONAL TRAINING

Starting from summer 2020, a new benefit – “vocational training” – is available for the programme members (see footnote). Programme members can select a course relevant to them as a group leader (e.g. lab leadership skills, negotiation, team management, project management, language course (of the country you are residing in)), or to a group as a whole (e.g. team building, shared programme training), and can apply for funding to cover the costs using a Networking Application and Report Form and sending a quote/receipt from the course website.

Please always first wait for a written approval from the EMBO YIP office before purchasing any course content. We do not guarantee reimbursement without a prior approval of the cost. Along with the final

report following completion of the training, please also include a certificate of completion. Funding for online trainings will be supported up to 1500 euros per year. Please note that the VATs are not covered. Please mind that we cannot pay the company or the trainer directly and no advance payments can be issued for this activity.

*For:* **current and former**<sup>1</sup> programme members

*Aim:* to help YIPs/IGs/GINs and their teams with professional and personal development through the workshops and online training programmes of their choice.

*Format:* online or in-person training sessions.

#### **Funding limits and eligible costs**

Covered:	course fees up to 1500 euro (excl. VAT) per year.
Not covered:	travel/accommodation costs for the coach, if in-person session is requested. travel/accommodation for the participant to attend the course (if taking place in-person).

---

<sup>1</sup>former programme members are only eligible to apply for this networking benefit in 2020 to compensate for the travel restrictions caused by the COVID-19 pandemic.

### Application procedure

Request coaching:	please use the Networking Application and Report Form from page 39. Please complete part A of the form, including: <ul style="list-style-type: none"><li>- a few lines about the question you would like to address and expectations from the course in the description</li><li>- date of the training / coaching session</li><li>- if this involves your whole team - please list all the participants</li></ul>
After the course:	<ul style="list-style-type: none"><li>- please submit the course invoice, updated Networking Application and Report Form and the certificate of completion to the YIP office to claim your fee reimbursement;</li><li>- participant is expected to cover any additional costs e.g. accommodation/travel of the trainer/participant him/herself (if applicable).</li></ul>

### Solution-focused training

One example of a vocational training option available to programme members is Solution-focused coaching with Melissa Davies (Nego Services - <https://www.negoservices.com/coaching-en/>).

*Aim:* to help YIPs/IGs and their teams with professional and personal development using a personalised coaching.

*Format:* online or in-person training sessions.

Solution-focused coaching is highly targeted and finds its roots in “Brief coaching”.

It is:

- Efficient, requiring few sessions (can vary from 4 to 6 depending on the situation), with rapid results.
- Focused on the desired outcome, on existing resources, on looking ahead and finding ways to get there.
- Anchored in the belief that within each individual lies the potential to get where he or she wants.
- Built on past experiences to lay stepping stones to help reach the desired goal.
- Concrete and down to earth, with experimental phases involving small changes in daily life.
- Particularly adapted to professional goal-setting.
- Flexible – sessions can be carried out via Zoom (Google Meet or Skype).

If needed, more in-depth support on specific leadership issues can be brought to you, as Melissa has held various management positions in academia and business (operational, strategic and leading teams) for many years.

To apply for this support, please send us a standard Networking Application and Report Form from page 39.

### Leading your team in a crisis: Group Coaching Sessions

*Provider:* Lab Leadership Sculptor (<http://leadershipsculptor.com>) – part of the EMBO Lab Leadership courses trainer team.

*Format:* Each coaching series is comprised of three 2-hour online coaching sessions, facilitated by senior members of the Lab Leadership training team. Each group session will involve three participants from the young investigator network and one leadership coach and will occur at two-week intervals.

*Aim:* These sessions will provide opportunities to:

- Seek suggestions to address your present challenges
- Learn new techniques for leading your team at a distance
- Reinforce leadership tools from the EMBO Lab Leadership course
- Identify your natural strengths so you can respond appropriately and authentically.

During each session, the coach will offer space for you to explore whatever would help you most. You will have the opportunity to be coached on specific challenges that you are facing, whether or not they are related to the Coronavirus – or you may want a facilitated exchange with fellow programme members. Pls can discuss the impact of the pandemic on themselves, their teams, their research and any other topics that participants feel they need help addressing.

To book a slot: please follow this link: <https://embosolutions.typeform.com/to/IG0A8u>.

If you want to coordinate who is in your group coaching session, please feel free to do so beforehand and contact programme members with whom you would like to be in one group. Otherwise, you will be matched with two other programme members – a good opportunity to get to know your YIP network better.

Cost covered: This training is included in the new YIP benefit – vocational training. The price of participation in one complete series (450 euro per person) will be deducted from your annual allowance of 1500 euro. To apply for this support, please send us a standard Networking Application and Report Form from page 39.

Former members are also eligible to apply for this support in 2020.

## **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. At the end of the granting period a short financial report will be requested.

### **Application procedure**

Please write to [yip@embo.org](mailto: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](mailto: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:	EMBC 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 32)
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 <b>conference organizer</b> 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 35) + 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](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](mailto: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 32)
Limited to:	3-4 YIP Seminars per YIP per year
Not covered:	meals stipend for the speaker

### Application procedure

Application:	the <b>conference organizer</b> 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](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 39.</p> <ul style="list-style-type: none"> <li>- In your application please include details of who the meeting is aimed at;</li> <li>- the meeting format (incl. if there will be open registration); expected number of participants;</li> <li>- URL of meeting website (if one exists);</li> <li>- list of confirmed/invited speakers (if not available online).</li> <li>- list of your co-organizers (in list of other participants).</li> </ul>
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](mailto: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](mailto: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 32)

### *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 35) 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](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 32

#### *Application procedure*

To start a mentor interaction:	please send suggestions for a mentor to <a href="mailto:yip@embo.org">yip@embo.org</a> . 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 35) + original receipts and boarding passes after the visit. <b>No advanced application</b> 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.
----------	---

#### *Procedure*

Please contact the YIP office by email ([yip@embo.org](mailto: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"><li>- to cover a baby-sitter or childcare facility,</li><li>- to fly in a relative who can take care of the child,</li><li>- to take the child with you to the conference etc.</li></ul> 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 39. 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](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](mailto: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 35) 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 and former YIPs for YIP benefits**

Benefit	Current	Former	See page
<b>Networking</b>			
Programme meetings: travel and attendance	✓	✓	9
Institute visits and joint group meetings	✓	✓*	12 & 13
<b>Support for your lab</b>			
Access to EMBL Core Facilities	✓		14
Lab member visiting fellowships	✓		14
Meeting participation grants	✓		16
Interview support	✓		15
Student nomination for a YIP PhD course	✓	✓	17
Creative Problem Solving facilitation	✓	✓	18
Bridging funds	✓		21
<b>Getting you and your science noticed</b>			
Advertisement of vacancies in your laboratory	✓	✓	15
Lecture grants	only YIPs		22
YIP Seminar	only YIPs		23
Conference/meeting support	✓		23
<b>Support for you</b>			
Vocational training	✓	✓**	18
EMBO Lab Leadership Courses	✓	✓	26
EMBO Member Mentor	✓		26
Childcare support	✓	✓	27
Small Grants	✓		28

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

\*\* = only in 2020

## 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](mailto: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](mailto: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](mailto: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 35 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: Rita Freischlad  
Postfach 102240  
D-69012 Heidelberg  
Germany

For couriers please use:

EMBO Young Investigator Programme  
Attn: Rita Freischlad  
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](mailto: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 35)

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

email: [yip@embo.org](mailto: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 22). 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 39 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 forms from the EMBO Young Investigator Programme. Form 1 is titled '1 EMBO Young Investigator' and is a 'YIP Lecture claim form'. It includes fields for 'Full Name', 'Account Holder', 'Name and Address of Bank', 'Bank Account Number', 'Bank Code', 'Bank Country', 'Reference (if provided)', 'Name in location of Conference', 'Point of Departure', 'Duration', 'Dates', 'City', 'Country', 'Last Transport', 'Name of Transport', 'Date', and 'Signature'. Form 2 is titled '2 EMBO Young Investigator' and is a 'YIP Travel Expense Claim form'. It includes fields for 'Full Name', 'Account Holder', 'Name and Address of Bank', 'Bank Account Number', 'Bank Code', 'Bank Country', 'Reference (if provided)', 'Name in location of Conference', 'Point of Departure', 'Duration', 'Dates', 'City', 'Country', 'Last Transport', 'Name of Transport', 'Date', and 'Signature'. Both forms have a 'Declaration' section at the bottom. A large diagonal watermark across both forms 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](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](mailto: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](mailto: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](mailto:yip@embo.org).

Categories	See page	Categories	See page
Institute visit or seminar	12	Meeting/conference support	23
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	27

Other includes:

EYSF (local costs) – see page 24 + “info for organizers” doc sent to organizers

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

# Networking Application and Final Report Form

Please refer to the programme guide for details of eligible costs:

[http://www.embo.org/documents/YIP/Programme\\_Guide.pdf](http://www.embo.org/documents/YIP/Programme_Guide.pdf)

Name of the YIP or IG applying					
Part A   NETWORKING DETAILS					
Name of Applicant (YIP or IG)		Check "application" if applying and change to "final report" when submitting as final report			
This is:		Application		Final report	
Category (please see the YIP Programme Guide for a description and rules):					
Institute visit or seminar (max €500)		Joint group meetings (max €1000 per group, €3000 max per meeting)			
Local PhD course support (max €500)		Conference/meeting organisation support (€3000 standard, please see Programme Guide for extended support eligibility)			
Lab visiting fellowship (max €1500   €2200 to Associated Member States)		Meeting participation grant (max €1000 / year   max €1200 / year if overseas meeting is involved)			
CPS facilitation (trainer fees only) (Please include a list of participants below)		Childcare support (€500 max)		More about each category to be found in the programme guide	
Sectoral meeting local costs** (max €400/ YIP or €600 / YIP + 1 lab member)		Lab retreat (max €150 per lab member) (Please include a list of participants below)			
EMBO press publishing fees (excl. VAT)		EYSF local cost			
Interview costs (postdoc/PhD) (€500 Europe/ €1000 overseas)		Vocational training (max €1500 / year)			
Start date of networking		End date of networking:		Total days:	
Name of conference / meeting:		List of participating lab members			
Location of conference / meeting: OR Name of institute for visit/fellowship:					
Description of meeting/networking interaction:		Choose "expected cost" at application and change to "final costs" when submitting the final report for reimbursement			
For a Lab retreat and CPS workshop: Please include names of participants.					
PART B:   COST Expected costs / Final costs					
At application: Is an <u>advanced payment</u> required?		Yes / No		For eligible categories, please indicate if you would like an <b>advanced payment</b> . When submitting <b>final report</b> specify if an advance has been paid and what amount	
		If yes, please fill out PART D, sign and date the form.			
At final report: has an advance been paid by EMBO YIP?		If yes, specify amount paid:			
List of expenses		Estimated or spent amount (in original currency)			
Accommodation					
Registration fees		List expenses in <b>original</b> currency			
Travel					
Other expenses					
Catering (for the conferences & meetings)					
TOTAL:					
Date:		Signature***		ALWAYS date and sign ALL pages of your applications!!!!	

**PART C: REPORT - please provide a brief report on the interaction, or any other comments.**

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

Poster or talk presented at the conference?  
(for meeting grants only)

Yes / No

**PART D: Account details**

Full applicant name (YIP/IG)

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

Account holder (applicant or institute)

Name and address of bank:

Bank account number

Bank code number

Swift Code (8 or 11 characters)

IBAN

Routing code (9 digits) (if applicable)

Reference (if requested)

Currency of account (if not EUR)

Bank details only needed if you are:  
- applying for an advance  
**OR**  
- sending a final report where reimbursement is needed.

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

Date:

Signature\*\*\*

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

# Index

## A

Access to EMBO Press Journals .....	29
Announcements .....	29
Annual award for YIPs .....	28
Annual reports (IGs) .....	28
Awards won by programme members .....	25

## B

Bridging funds .....	21
----------------------	----

## C

Career development	
for you .....	26
for your lab members .....	16
Childcare support .....	27
Conferences	
conference/meeting support .....	23
meeting participation grants .....	16
YIP Lecture grant .....	22
YIP Seminar .....	23
Contacting YIPs/YIP office .....	29
Core facilities at EMBL .....	14
Creative Problem Solving (CPS) .....	18

## E

EMBL PhD applicant pool .....	15
EMBO Directory .....	25
EMBO Members' meeting .....	25
EMBO Young Scientists' Forum (EYSF) ....	24
Epigeum course .....	5
Expenses	
what form to use .....	35
what to submit for reimbursement ....	32
when will my claim be paid .....	31
Extension	
for maternity .....	5
of Installation Grants to 5 years .....	28

## I

Information about YIP benefits .....	29
Installation Grants	
annual payment .....	28
annual reports .....	28
extension to 5 years .....	28
funding .....	28
third year reports .....	28
Institute visits .....	12
Interviews .....	15
Intra- vs intercontinental travel .....	31

## J

Joint group meetings .....	13
----------------------------	----

## L

Lab leadership courses .....	26
Lab member visiting fellowships .....	14
Lab retreat .....	14
Leading your team in a crisis .....	20
Lindau Nobel Laureate meeting .....	17

## M

Manuscript editing services .....	16
Maternity extension .....	5
Membership .....	5
Mentorship .....	26
Moving your lab .....	31

## N

Networking	
former programme members' eligibility	30
what form to use .....	35

## O

Online databases .....	25
Overheads .....	28

## P

Pan-european networks .....	13
PhD courses	
local PhD course .....	12
YIP PhD course .....	17
Programme FAQs .....	30
Programme meetings	
annual meeting .....	9
sectoral meetings .....	9
Programme membership .....	5
Programme office .....	29
Publication fees for EMBO Press journals ..	16

## R

Reimbursement forms	
how to fill out .....	36
what form to use .....	35
Research integrity training .....	5

## S

Sectoral meetings .....	9
cancellation policy .....	10
organizing sectoral meeting .....	10
participation of non-YIP/IG .....	11
Small grants .....	28
Solution-focused coaching .....	20

## **T**

Travel guidelines .....	32
Travel guidelines for YIPs in EMBC Associate Member States .....	34
Twitter .....	25

## **V**

Vacancies .....	15
Visa .....	31
Vocational training .....	18

## **Y**

Young Investigator Award .....	28
--------------------------------	----