



EMBO Installation Grants

Application guidelines

(last update: January 2021)

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Application deadlines 2021:

Application deadline for Installation Grants: 15 April 2021, 12:00 CEST

Referee submission of reference letters: 15 April, 12:00 CEST

Receiving institute form submission deadline: 15 April, 12:00 CEST

Receiving institute confirmation form deadline: 5 November 2021

Interview in Heidelberg, Germany (or optionally online): 8 November 2021

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, National Agency for Research and Development of Chile (ANID).

SDIG 2021 participating countries:

Czech Republic, Poland, Portugal, Montenegro, Lithuania, Turkey

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

EMBO YIP Committee 2021 (3 new members TBC, additional IG selection members TBC):

Buzz Baum (UK)

Christoph Dehio (CH) (chair)

Pascal Genschik (FR)

Ana-Maria Lennon (FR)

Antonella de Matteis (IT)

Jan-Michael Peters (AT)

Irmgard Sinning (DE)

EMBO Installation Grant

application guidelines

General information about the Grant

Grant duration:

EMBO Installation Grants provide 50,000 euro/year for 3 - 5 years. All grants are awarded by default for an initial time period of 3 years. In the 3rd year, grantees undergo a re-evaluation based on the scientific report and a progress report from their institute. Re-evaluation is done by the YIP committee and results ("recommended" or "not recommended for further funding") are presented to the SDIG board. The final decision on the Grant extension to 5 years is taken by the SDIG board.

Grant starting date:

In case of a successful application:

If the Grantee is already working at the Host Institution, the starting date of the Grant is automatically set to the 1st of January the year following the selection.

If the Grantee has not yet started working at the Host Institution, the Grantee is expected to set up their laboratory and start the Grant no later than December 31st the year following the selection.

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.

Eligibility

Applications are accepted from candidates who meet the following criteria:

- Applicants must be negotiating a full-time position at an institute or university in the Czech Republic, Poland, Portugal, Lithuania, Montenegro or Turkey by the date of application, or have established a laboratory in one of these countries in the last two years (no earlier than 15.04.2019).
- Applicants must be doing research on any of the EMBO subject areas.
- Applicants should have received their PhD less than 9 years prior the year of application, i.e. in 2012.
- In the four years prior to their application (since 2017), applicants should have spent at least two consecutive years outside the country in which they are planning to establish their laboratory.
- Medical scientists working in fields related to general EMBO subject areas are eligible to apply.
- Applicants must be able to attend an interview in Heidelberg, Germany, or optionally online, on 8 November 2021.

Please note:

- For female candidates with children, the limits of 9-years after PhD and two years abroad of the past four years are automatically extended by one year per child.
- For male applicants with children, the limits of 9-years after PhD and two years abroad of the past four years 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.
- Illness and other care responsibilities are considered as exceptional circumstances on a case-by-case basis. Special provision may also be made for clinical scientists. If you feel your circumstances warrant an extension of the eligibility period, please contact the EMBO Young Investigator Programme office (yip@embo.org) for advice before applying.

Please contact the EMBO 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 circumstances.

Application process

Applications for an EMBO Installation Grant are accepted via the EMBO online system.

The application includes:

- scientist online application form (online and offline);
- 3 reference letters (uploaded by the referees directly);
- receiving institute online application form (uploaded by the host institute).

All of which must be completed before the deadline.

The receiving institute must also submit an additional *Receiving institute confirmation form* to the EMBO YIP office (signed PDF, sent by email) should the candidate be selected for an interview. Candidates will be instructed on this in the interview acceptance email.

Please refer to the application guidelines below before starting your application.

Timeline 2021

Deadline for applications	15 April, 12:00 CEST
Pre-application results announced	Mid-late June
Interviews	8 November
Meeting of the Strategic Development Installation Grants (SDIG) Board (final decision)	22 November
Results announced to applicants	Early-December
Results announced publicly	January (exact date will be included in acceptance email)

Application procedure

- All incoming applications are screened by the EMBO YIP Office to ensure eligibility requirements are met.
- Selected applicants are invited for an interview with the EMBO Young Investigator Committee in Heidelberg on 8 November.
- All applications from the candidates selected for interview are sent to an EMBO Member, an expert in the applicant's research area, for a confidential review. Candidates will have an opportunity to provide a list of EMBO Members with whom there may be a potential conflict of interest. These EMBO Members will be excluded from the reviewing process.
- Following the interview, the EMBO Young Investigator Committee ranks all applicants. Each candidate receives an overall rank and rank within their country.
- All rankings are forwarded, together with a summary of the application to the Strategic Development Installation Grants (SDIG) Board.
- Final decisions on the award of an Installation Grant are made by the SDIG Board on 22 November. The

number of grantees accepted depends on the individual budget of each participating country and is based on the ranking provided by the EMBO Young Investigator Committee. The Board cannot change the ranking order provided by the Committee, so Grantees are selected starting from the top of the country ranking down.

- The final number of available grants per country (if any) are not known by EMBO ahead of the SDIG Board meeting.
- All applicants will be informed of the outcome of their application by email shortly after the Board meeting.
- If the Grantee is already working at the Host Institution, the starting date of the Grant is automatically set to the 1st of January the year following the selection.
- If the Grantee has not yet started working at the Host Institution, the Grantee is expected to set up their laboratory and start the Grant no later than December 31st the year following the selection.

APPLICATION FORMS

SCIENTIST ONLINE FORM

General instructions for completing the online pre-application form can be found in the EMBO application system.

In the scientist online application form, you will be asked to provide:

- basic CV data;
- your ORCID ID (if you do not have one, please register at <https://orcid.org/register>);
- a short summary of your current research activities;
- a description of your institute;
- details of other funding applied to or already available to the lab. Core funding from the host institute as well as any extra funds/grants that come on top should be included.
- details of three referees;
- contact details of the person who will complete the receiving institute application form on behalf of the receiving institute;
- a PDF version of the completed offline form. **Please follow the guidelines below.**

In the “Publication Record” section of the form:

- for the “Total number of publications”, include all research articles (no reviews). This should be consistent with number of articles listed in the uploaded offline application form.
- for “First author publications”, include the research articles where you are first or shared first co-author.
- for “Last author publications”, include the research articles where you are last author. If you are a corresponding author, please count this in the total number of publications only.

Please do not forget to click “**Form complete**” to submit your application. Please mind that you will not be able to make any changes to the form after submission.

REFERENCE LETTERS

References from three scientists (preferably former supervisors) are part of your application form and must also be completed by the application submission deadline (15 April, 12:00 CEST). The referees can be listed and activated before the rest of the application is completed. Once referees are “activated”, the system will automatically contact these scientists, asking them to provide their letter of reference via the online system. Your application form will remain open for editing.

Please confirm with potential referees prior to entering them in the form. However, if you do need to change a

referee, please email the YIP office (yip@embo.org) right away. We will re-activate the referee form and you will be able to enter new referee information and email.

Please inform your referee that there will be **no option for document upload** in the online system or sending via email. All reference letters should be completed via the online system, no PDF/Word files sent by email to the YIP office will be accepted. Referees should follow the steps explained in the form and paste their letter text in the provided field.

If your referee has not received an email with a link, please ask them to check their spam folder. If they do not see the email, please email yip@embo.org and we will re-send the email containing the link.

We strongly recommend that you complete/activate your referee details at least 4 weeks before the deadline to allow referees enough time to submit their letters.

Please note:

- Applications with less than 3 reference letters are considered “incomplete” and will not pass to the next stage of the application process.
- You *cannot* submit a reference letter on behalf of your referee or receive an access to the referee form to fill it out. Emailed PDF and Word reference letters are not accepted.

Re-using letters from the past applications

If you are a re-applicant and wish to re-use your previous letter of reference, please fill out the name and postal address of the referee in the form and enter yip@embo.org into the email field. This way the YIP office will receive the reference letter request and the letter from your most recent application will be added to your current application.

Reference submission status

It is your responsibility to check that the referees have received the request and completed the form. Please follow-up with your referees to ensure that reference letters are submitted on time.

Reference status is listed under the link to the application form on the EMBO application system. If a referee does not receive the reference request, please contact the EMBO YIP office (yip@embo.org), so that the request can be re-sent.

Further instructions for completing the online pre-application form can be found in the EMBO application system.

SCIENTIST OFFLINE FORM

Please download the offline scientist application form (protected Word form) from our website and fill it out following the guidelines below.

- 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 EMBO online application system.

Please be reminded that color highlighting, table view or any other formatting is not acceptable. Also, please do not include impact factors of your publications.

Curriculum vitae

- Provide your professional experience and education in reverse chronological order i.e. with the most recent information first.
- Please include the month and year for the start/end dates. These should correspond to the dates entered in scientific CV & current position section in the online form.
- The ‘Other relevant information’ section should include only relevant CV information and cannot exceed

five lines. If you have discussed and received an approval for any special eligibility extension with the EMBO YIP office, please briefly summarize them in this section.

Publication list

- Publications should be listed in a compact format, such as that used in The EMBO Journal.
- Please emphasize your own name in bold, and (where appropriate) italicize 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.
- 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'.
- 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 (max 1 page).

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).

Project duration

In case of a successful application, the funds are available for a three-year period, with a possible extension to two more years in case of a positive evaluation after the third year, so 5 years funding in total. Therefore, designing the project with a time frame of 3 to 5 years would be a good starting point. Grantees will be asked to submit annual progress reports and a detailed progress report at the end of the third year, so goals should be realistic. However, we do not expect the project to be completely wrapped-up within the max 5 years of the grant. We do welcome projects that span beyond the granting time frame, as we understand that starting a pilot project with the IG funds is also a possibility.

Budget

The budget timeline should include at least 3-year vision, better the whole five years.

Please outline the budget only 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.

The budget breakdown should illustrate that you have a good idea of how exactly you are going to spend the grant. However, we do not expect a detailed list of all the consumables you plan on purchasing.

Please also see our budget FAQ section at the end of the guidelines for further information.

We recommend you keep a copy of the final version of your application form for your own records.

RECEIVING INSTITUTE ONLINE APPLICATION FORM

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.

Once a candidate is selected for interview, a one-page *Receiving institute confirmation form* will be sent to the candidate to be forwarded to the institute contact person. This form must be signed by the head of the institute and returned by email to the EMBO YIP office prior to the interview.

Selection

The 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 and is based on the funds available to support the grants.

Application, reviewer's report, host institute's offer and interview performance are taken into account by the EMBO Young Investigator Committee. The Committee uses the selection criteria described below to compare the applications.

TRACK RECORD

- Are the publications to-date an indication that this is an outstanding scientist? (Please note that EMBO 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?
- Are 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?

Panel interview

Your interview will consist of 10 minutes research talk, followed by 10 minutes Q&A with the panel. The interviews are conducted in parallel sub-panels, each panel consisting of several members of the Young Investigator Committee (list of current committee members can be found on page 3 of this guide, please check for updates on the website).

The interviews will take place in Heidelberg on 8 November, however interviewees have the option to hold their interview *online* (via Zoom), if they prefer not to travel. The selection committee has no preference between online and in-person interviews, so there will be no advantage based on the format.

If the interviewee prefers an online interview, they will join a Zoom call with the committee and share their screen for the presentation. Those who have chosen to present in the online format will be required to submit a backup video of their presentation in advance to be shared in case of connection issues, in which case they will be asked to dial in via phone to complete the discussion portion of the interview.

YOUR PRESENTATION

Your research talk should be 10 minutes long. It is up to you how you would like to structure it, but as some general guidelines, you may want to consider the following structure:

- Quick overview of your scientific career (1 slide);
- Introduction of ongoing project(s) – if you already have established your group;
- Outlook of future plans – if you are just moving to the host institute;
- Any grant or publication updates since submission of the application form*.

*Please note that the YIP office will not collect publication/grant updates prior to the interview. Please be sure to mention any new relevant information about manuscripts and grants/awards updates during your talk.

Feedback

No feedback will be given following the pre-selection stage due to a high number of applications each committee member has to review. However, the committee will provide feedback following an unsuccessful interview, if requested. Please contact the YIP office only for any questions related to your application process and/or feedback requests, do not contact the committee members directly.

Personally contacting YIP committee members for application advice / feedback can be interpreted as attempting to influence selection results and will disqualify your application.

Frequently Asked Questions

Eligibility

General eligibility

- Q: My country is not on the list of SDIG participating countries. Can I still apply?

A: Only candidates negotiating a full-time position at an institute or university in one of the participating SDIG countries (currently the Czech Republic, Poland, Portugal, Lithuania, Montenegro or Turkey) by the date of application, or with an established lab in one of these countries in the last two years (no earlier than 15.04.2019) are eligible to apply.

- Q: Can someone currently working in an institute within a participating SDIG country apply to the scheme while negotiating a position in a new institute in the same country?

A: Yes, as long as the '*2 years abroad in the last 4 years*' still applies to your situation. Meaning you have not worked longer than 2 years in your hosting SDIG country.

- Q: If I am a national of a non-SDIG country but working in/planning to move to an SDIG country, can I still apply?

A: Yes, we do not consider nationality.

- Q: Does the applicant have to be an employee of the university or institute at the time of application?

A: No, it is sufficient if you are negotiating a full-time position.

- Q: Is it enough to negotiate a group leader position within an already existing department or does it need to be a position of a head of a new department?

A: It is possible to negotiate an independent position in an already existing department.

Cut-off date

- Q: What is the exact cut-off date for applicants to be considered eligible in 2021?

A: Candidates are considered eligible if they have completed their PhD less than 9 years from the date of application, so no earlier than 2012. Grantees must also have spent at least 2 consecutive years of the four years prior to the application (since 2017) outside the country in which they are planning to establish their laboratory.

For female scientists, this is extended by one year per child and for male scientists by 3 months per child or by the number of paternal weeks listed (whichever is more). Other special circumstances may also extend the eligibility, please email yip@embo.org if you are uncertain.

Age limit

- Q: Is there an age limit to apply for the EMBO Installation Grant?

A: No, there no age limit to apply.

Re-application

- Q: Can I apply multiple times in case my first application is rejected, and would a potential rejection be a disadvantage for applications in following years?

A: Yes, you may re-apply. Potential rejection does not have any impact on the following applications.

- Q: If you fulfill all eligibility criteria including years after the PhD, is there any limit of times that you can apply?

A: Currently there is no limit to the number of times you can apply.

Application forms

Online application form

- Q: For my postdoctoral research I was supervised by two PIs. How is it best to add those to the online form?

A: Please write it in one line separated with a comma and please briefly explain the situation in your Word document (pre-application form) under the field "Other".

- Q: I need to provide a Web address in the applicant's details section, should this be an Institute website or my PI's group website?

A: The group website would be best, but if there is none, please provide a link to the institute department. Links to your professional profile, such as LinkedIn, ResearchGate, etc, are also acceptable.

- Q: Concerning "previous fellowships" part of the form:

- do e.g. EMBO travel grants to attend meetings/workshops count?

A: No, these do not count.

- do other grants/awards (but not fellowships) count?

A: Yes, these can be included.

- Q: When will I receive a confirmation that my application has been received and is in order?

A: Within a week after the April 15 deadline you will receive an email to confirm that your pre-application has been received and is complete. If there are questions or any information missing, you will be requested to submit it ASAP.

- Q: Can I add some information to the application AFTER I clicked "form complete"?

A: No, no changes can be made to the form after clicking this button. Please take care that all information provided is complete and accurate before finalizing your submission. If you absolutely need to edit something, please email yip@embo.org.

- Q: I have finished the online form, uploaded my PDF and my referees have submitted their letters. However, the system status of my application is still "Submission open". Could you please confirm that my pre-application is complete?

A.: Please first check that you have clicked the "form complete" button in the online form, if you did but the status has not changed yet, please send an email to yip@embo.org and we will check it on our side.

Publication record

- Q: In the description of our two best publications, we are asked to list each citation. Do we need to list all of the papers that we are cited in for these two best publications?

A: There is no need to list all of the papers that you were cited in. Please provide a complete name of your publication that is used for citation.

- Q: My most important publication has been recently accepted for publication and I'd like it to be considered. It is, however, very unlikely it will appear online before the 15 April deadline. Would it be acceptable to send you the manuscript with the acceptance letter from the editor attached?

A: If you simply forward us the acceptance letter from the editor, it is enough. No need to share the whole manuscript.

- Q: I'm both first and co-corresponding author of this paper, does this count as the last author publication?

A: No.

If you feel there is more to the situation, please write to us providing a link to the paper in question, explanation on how the author division took place and detailed contribution of first/last and corresponding authors on the paper.

Budget

- Q: What should I include in the budget breakdown?

A: For your budget breakdown you may include: Travel, consumables, publication fees, equipment (large and small), personnel cost, etc. It is up to you how to divide the grant to suit the needs of your group. The only fixed guidelines from EMBO are that a maximum of 20% can be used to supplement the grantee's salary and 10% can be used for overheads. Otherwise, funds division is very flexible. The budget plan allows some flexibility and if you decide later to save on consumables and buy an extra equipment that you forgot to include in the budget, it will be possible to accommodate these changes.

Please mind that all networking benefits stated on the website, like joint group meetings, local PhD course support, institute visits, meeting participation and others should not be budgeted in your grant. All the benefits described in the Programme Guide come on top of the 50,000 euro/year.

- Q: How do I design the salaries for the hiring of staff members?

A: Please follow the national salary scheme for hiring of staff members.

- Q: Can I include small equipment in the application budget?

A: Yes.

- Q: What is EMBO's policy on equipment costs, and how do you normally reimburse these costs?

A: All necessary equipment costs should be budgeted as part of your Installation Grant application to be able to proceed with the purchases directly from the Grant. All the purchases should be done following the guidelines of your host institute. There is no need to confirm each purchase budgeted within the Grant with EMBO YIP office. We inquire a financial report at the end of each year where all the purchases from the grant should be listed.

- Q: Does "20% to supplement the grantees salary" mean that most of the salary is supposed to be paid by the receiving institution?

A: Yes, the candidate should be fully employed or negotiating a full employment position at the host institute/university, and the salary should come from the receiving institute, or any other granting sources.

- Q: It is stated that maximum of 20% of the award can be used towards the salary of the successful applicant. Could some part of it be used for other group members' salary such as PhD students and postdocs?

A: Yes, the full Grant can be used in full to cover personnel cost. It is up to Grantee what portion of the Grant to spend on the personnel salaries.

Reference letters

- Q: By when should the reference letters be submitted?

A: The deadline for referees to submit the reference letters is 15 April, 2021 at 12:00 CEST.

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- Q: My referee did not find an upload button for the letter, can I send the file to you by email?

A: There is no option to upload documents in the referee portal. Referees should copy and paste the letter into the field and click "form complete" to submit the form.

- Q: My referee made a mistake and accidentally submitted an empty form because they thought they would be able to attach a document. Can you re-open their online form?

A: Yes, we will reactivate their form and re-send them an email containing the link. Please let your referees know that they will have to copy-paste the letter in the online form field, not to attach a document, as there is no option of doing so. Please have them email yip@embo.org if they encounter any difficulties.

- Q: Can I submit my application prior to the submission of all three reference letters, as one of my referees has not submitted their letter yet?

A: Yes, you may submit your application without all the references being completed. Their submission is

independent from your application, however all should arrive by the 15 April deadline.

- Q: How can we check that the reference letters have been sent?

A: Reference status is listed under the link to the application form on the EMBO application system.