EMBO Postdoctoral Fellowships



Application guidelines

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PLEASE NOTE: the guidelines are updated periodically. Please ensure you are reading the latest version.

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, Türkiye and United Kingdom

EMBC Associate Member states: India, Singapore

Cooperating partner country: Chile, Taiwan

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: fellowships@embo.org

EMBO Fellowship Committee 2022:

Malcolm J. Bennett (UK) (Chair) Frédéric Berger (AT) Mario de Bono (AT) Sarah J. Butcher (FI) Francesco Cecconi (DK) Ian Chambers (UK) Fátima Gebauer Hernández (ES) Alain Goosens (BE) Isabel Gordo (PT) Gilles Laurent (DE) Ben Luisi (UK) Vivek Malhotra (ES) Maria Dolores Martín Bermudo (ES) Rosario Rizzuto (IT) Raffaella Santoro (CH) Bruno Silva-Santos (PT) Lea Sistonen (FI) Robert Tampé (DE) Boris Turk (SI)

Štěpánka Vaňáčová (CZ) Danijela Vignjevic (FR) Brian McStay (IE)

Eligibility

Applications are accepted from candidates who meet the following criteria:

PhD degree

Applicants must hold a PhD degree or equivalent at the start of the fellowship, but not necessarily at the time the application is submitted.

Applicants who already hold a PhD degree are eligible if they obtained their PhD degree during the two years prior to the date the application is submitted.

Exceptions to this rule are made for applicants with career breaks during the relevant period due to parental leave and mandatory military/civil service in which case the time of the career break will not be counted. Additional exceptions might be made on a case-by-case basis for extraordinary personal circumstances, such as demonstrable severe illness or full-time care of an ill family member. No exceptions will be made for other types of voluntary career breaks. The Fellowship Office can provide further information and must be contacted prior to submitting a claim for an exception, no matter what type. **Applications submitted without prior approval of an exception will be deemed ineligible.**

Candidates with a medical degree (M.D.) may be eligible to apply for an EMBO Postdoctoral Fellowship provided they hold a PhD (MD-PhD programme), in which case, the rules explained above apply. If you do not have a PhD but have appropriate research experience that is comparable to a PhD and meet all other eligibility criteria, please contact the EMBO Fellowship office prior to submission.

Publications

Applicants must have at least one first (or joint first) author primary research paper accepted for publication or published in an international peer reviewed journal at the time the application is submitted.

New as of 25 April 2022: A first author preprint with in-depth peer reviews publicly available from a trusted independent preprint peer review platform (ArXiv, BioRxiv, MedRxiv, etc) is also sufficient for eligibility. Informal comments, highlights and reviews posted by individuals are excluded.

The following items should not be listed as publications:

- Papers submitted or in preparation and therefore not accessible to the community
- Papers published not in English originally
- Abstracts of presentations at conferences

EMBO will consider primary research papers published on preprint servers, but a first-author publication in an international peer-reviewed journal or a first author **refereed** preprint is

still a requirement. Similarly, reviews, comments, book chapters and patents can be listed where appropriate, but are not considered primary research publications.

Do NOT indicate the journal impact factor or any other metrics, commentaries, highlights or citations in the publication list. EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA, https://sfdora.org), which recommends "not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual scientist's contributions, or in hiring, promotion, or funding decisions".

Publication updates after the application is submitted are not allowed without re-opening the application (see APPLICATION PROCESS). Publication updates once the selection process has started are not allowed at all, unless the applicant decides to withdraw the proposal under consideration.

Mobility

EMBO Postdoctoral Fellowships are intended to promote international exchange. **All applications must involve a change of country.**

a) Applications to work in an EMBC Member State

Applicants, regardless of their nationality or the country in which they obtained their PhD, can apply for an EMBO Postdoctoral Fellowship to work in any EMBC Member State provided there is international mobility (see list of EMBC Member States on page two).

b) Applications to work in an EMBC Associate Member State or Countries / territories covered by a co-operation agreement

Applicants who wish to work in an EMBC Associate Member State or a Country / territory covered by a co-operation agreement are eligible if they move from, are nationals of and have performed their PhD in

- an EMBC Member State or
- an EMBC Associate Member State or
- a Country / territory covered by a co-operation agreement.

c) Applications to work in a Non-EMBC Member State

Applicants who wish to work in a Non-EMBC Member State must meet all the following requirements:

- must move from an EMBC Member State,
- must be nationals of an EMBC Member State
- must have performed their PhD in one of the EMBC Member States.

A maximum of 30% of fellowships are awarded in this category.

PLEASE NOTE: Applications to move within the same country are eligible if the applicant has been living or working for a maximum of six months in that country during the previous 18 months counting back from the time the application is **submitted**. Similarly, candidates can apply if they have already started working in the host laboratory, but only if they have been working there for a **maximum** of six months at the time the application is **submitted**. This includes candidates that started working with the host supervisor and then moved with the host

supervisor to a different location: the relevant start date will be the date the candidate joined the host laboratory regardless of location.

Further mobility rules

Applicants wishing to work in the country in which they officially obtained their PhD are **not** eligible. If the PhD is officially shared between two institutions in different countries, both countries will be excluded. Visits of less than 6 months to the future supervisor or any other laboratory in the proposed destination country are permitted.

Applicants wishing to work in the country where they developed their PhD studies, even if the PhD is officially issued by a different country, or to work again with the candidate's PhD supervisor, no matter where the latter is located, are not eligible. Again, visits of less than 6 months to any other laboratory in the proposed destination country are permitted.

Applicants wishing to return to a laboratory where they have already worked for more than six months, either in one or in several visits are not eligible, regardless of where that laboratory may be located.

Other eligibility rules

Scientific scope

Research proposals must be within EMBO's scientific scope (EMBO subject areas are listed on page two). A more detailed description can be found at http://www.embo.org/about-embo/subject-areas.

EMBO is no longer exclusively dedicated to the promotion and funding of molecular biology and has opened to fields in the life sciences that traditionally have not explored biological questions at the molecular level. However, applications to the EMBO Fellowship Programme are expected to explore the mechanisms behind biological phenomena rather than remaining at the descriptive or observational level. These mechanisms may involve molecules, but they may also involve higher levels of organization, such as cells, tissues, organisms, populations or ecosystems.

Research integrity

EMBO expects responsible conduct of research from its awardees. All research activities supported by the EMBO Fellowship Programme must be in compliance with the respective national and institutional research integrity and ethics requirements, such as those set out in the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, and in the European Code of Conduct for Research Integrity. These refer to questions relevant to the use in research of human materials, including human embryonic stem cells, the use of animal models and, in general, any other potential ethical issues that may arise during the applicant's daily research activities. Applicants may be asked to provide evidence that their planned research conforms to the relevant regulations that apply at the host institution. In line with our commitment to the principles of research integrity, we require all EMBO Postdoctoral Fellows to complete an online course on research integrity.

Number of applications per selection round

Candidates may only submit one application, for one project, at one host laboratory at each round of selection. More than one applicant can apply to the same host laboratory provided they propose different projects.

Re-application

Re-application is permitted only once, irrespective of a change of project or change of host lab. Candidates can re-apply for the next round of selection while a decision is being made on their first application, but they should re-apply only if they will not be eligible after the decision on the first one is made.

Industrial research laboratories and applied projects

Applications to work in an industrial research laboratory with the intention to develop new commercial products or procedures will not be considered. Applications to work in an industrial or for-profit research laboratory to develop a basic research project in biology are eligible.

Projects with an aim to develop an application, commercial product or process, or a device may be considered if there is a fundamental biology question behind the project to be answered. For instance, development of technologies that enable biological discovery (microscopy, PCR, etc.) may be eligible for funding.

Application process

Applications for an EMBO Postdoctoral Fellowship are accepted via the EMBO <u>online</u> <u>application system.</u>

There are no application deadlines for EMBO Postdoctoral Fellowships, but there are two cutoff evaluation dates:

Second Friday of February, 2 PM Central European Time: Applications submitted up to this date will enter the Spring Selection Round. Results for this round will be announced at the beginning of June.

Second Friday of August, 2 PM Central European Summer Time: Applications submitted up to this date will enter the Autumn Selection Round. Results for this round will be announced at the beginning of December.

Although the online application system will be open throughout the year, the system may be closed for short periods after each selection deadline for technical and maintenance purposes and occasional downtimes may occur at any time. Candidates must take these potential issues into consideration during their application process.

Applicants need to register for an EMBO online application account. Once login details for the account have been received by e-mail it is possible to start an application.

Applications must be written in English and no special formatting is allowed. Similarly, figures and tables cannot be included in the application.

Applications and supporting documentation (two reference letters and the acceptance letter from the receiving institute) are only accepted via the EMBO <u>online application system</u>. Please keep in mind that one of the reference letters must be from the PhD supervisor/PhD cosupervisor and none of the reference letters can come from referees in the receiving institute.

No application can be completed without all the information required, including the two reference letters and the acceptance letter from the receiving institute.

The date, according to Central European (Summer) Time, on which the candidates successfully submit their application is the reference date for eligibility and evaluation.

Changes in address or contact email that occur after submission of an application are the only changes permitted after the application is submitted without re-opening it. All other changes, including publication updates, will require the office to re-open the application and this will cause a change in the submission date to the date in which the application is again complete and submitted. Please note that this may cause the application to become ineligible. Once the application enters the evaluation process no further changes are allowed.

IMPORTANT: Registration for an EMBO online application account is not sufficient to enter the corresponding evaluation round. An application is only regarded as complete once all the required information is submitted and the candidate confirms completion. Applications completed after 14:00 CE(S)T on the day of the evaluation deadline will enter the next evaluation round. NO EXCEPTIONS WILL BE MADE.

For a detailed description of the information that will be requested during the application process, screenshots of the online form are included in the Annex.

Selection process

The primary selection criteria applied by the EMBO Fellowship Committee are scientific excellence of the candidate, the project and the host laboratory.

Aspects considered in particular are:

Scientific achievements of the applicant

- Scientific contributions and CV
- Performance of the applicant based on reference letters

Project proposal

- Quality, scope, novelty and biological significance of the proposed research
- Coherent and logical presentation of the research project

Host laboratory

- Suitability of the host laboratory for the proposed research project and training of the applicant
- Scientific achievements of the host laboratory

Applications to work with host laboratories with which the candidate has collaborated in the past or to develop a project on a similar topic to the candidate's PhD work generally receive lower priority for funding. Likewise, projects that are a simple continuation of an applicant's PhD research are discouraged and, if received, will receive lower priority for funding.

Fellowships are awarded to candidates. However, the selection process also takes into consideration the specific research project proposed by the candidate and the suitability of the host laboratory. For this reason, substantial changes to the proposed project or moving to a different host laboratory will result in the termination of the fellowship. However, exceptions can be made under extraordinary circumstances. The EMBO Fellowship Office must be informed of any intention to change the research project or the host laboratory once a fellowship has been awarded. Requests for such changes are examined by the Head of the Fellowship Programme and the Chair of the Fellowship Committee on a case-by-case basis.

Evaluation timeline (times are approximate)

0-5 weeks after cutoff date. First stage of evaluation: pre-screening

All complete applications are screened by the EMBO office to ensure eligibility requirements are met. All applicants, eligible or not receive an acknowledgement e-mail approximately within one week of the evaluation cutoff date.

Each eligible application is then assessed by three members of the Fellowship Committee.

During the pre-screening, the committee reviews a condensed application form, which consists of the summary of the applicant's main scientific achievements along with the list of publications, the summary and biological significance of the proposed work, justification for choice of the host lab, as well as reference and acceptance letters.

All applicants are informed about the outcome of the pre-screening by email five to six weeks after the cutoff date. Approximately, the top 30% of the applications are selected for the second round of evaluation.

6-14 weeks after cutoff date. Second stage of evaluation: interview

For applicants who successfully pass the first evaluation step, an interviewer, who is an expert in the applicant's area of research, is selected from among the EMBO Members and EMBO Young Investigators. Interviews take place through videoconference only. Candidates must give a presentation as part of the interview procedure. The interview will take place at the interviewer's convenience.

14-17 weeks after cutoff date. Third stage of evaluation: selection

Five members of the EMBO Fellowship Committee evaluate independently and in full each application selected for the second stage, along with the respective report from the interviewer.

The committee then meets to take the final funding decisions and a preliminary list of awarded applications is published on the EMBO website within one week of committee meeting. All applicants are officially informed about the outcome by email within one week of the committee meeting.

Successful applicants in the Spring Selection Round of the year must start their fellowship between July 1st of that year and February 15th of the following year. Successful applicants in the Autumn Selection Round of the year must start their fellowships between January 1st and August 15th of the following year. Due to practical limitations, fellowships can only start on either the 1st or the 15th of each month.

PLEASE NOTE: No feedback will be provided to applicants at any stage of the application process. Due to the large number of applications the committee members evaluate, they cannot include any individualized comments in their assessments. For feedback to be helpful it must be correct and detailed. To do this for the >1,200 applications received per year, the EMBO office would need to employ several individuals trained to at least PhD level. Instead, the funds are used to support additional fellowships.

Benefits

Benefits for fellowships in EMBC member states

Fellowship Duration

Fellowships are awarded for a period of 24 months although shorter durations can be requested. The minimum fellowship duration that can be requested is 12 months. Fellowships must be started within one calendar year from the relevant evaluation cutoff (for details, see page 8).

Contract

EMBO provides funds to the host institution with the sole intention to cover the cost of a full-time employment contract to be issued by the host institution to the awardee. These costs include employer's social contributions, awardee's social contributions, taxes and the net salary of the awardee. The EMBO Postdoctoral Fellowship does not cover bench fees, overheads, funds for consumables or any other financial benefits to the host supervisor or the receiving institute. The grant rate depends on the country being visited. The transfer of funds and their use is regulated by a grant agreement that will be signed by both EMBO and the Host Institution. The contract between the host institution and the awardee will be issued according to the local and national regulations in each of the EMBC member states.

PLEASE NOTE: The grant rates listed above are not an indication of a gross salary. The net salary of a fellow may be lower. Please also note that if the host institution's internal, local or national regulations limit the maximum salary of the awardee to a level below the funds provided by EMBO, the host institution shall return the remaining funds to EMBO. **Applicants should inform themselves of the salary and employment conditions with their intended host institute.**

Travel and relocation allowance

The travel and relocation allowance is intended to support the travel and relocation costs of eligible fellows and their families. The principles, rules and eligibility criteria as well as current rates are available in the <u>travel and relocation policy</u>.

Child-care allowance

Fellows can claim child-care support for children under the age of six who accompany the fellow in the host country during the fellowship. The incurred child-care costs up to a total of €2.500 per fellowship year and per child is permitted. The corresponding amount is prorated according to the fraction of the year in which child-care expenses were incurred. The child-care allowance can be claimed upon completion of the first year of the fellowship; the resulting amount will be transferred directly to the fellow as a reimbursement.

EMBO Fellows' Network

Every two years, fellows awarded three and four years earlier are invited to the EMBO Fellows' Meeting. Similarly, once every two years, fellows residing in North America are invited to the US Fellows' Meeting. These events bring fellows together in a friendly atmosphere to learn, share experiences, and establish new collaborations and contacts. It is also an opportunity to meet the EMBO staff and give feedback and suggestions on the programme.

Alternating with the EMBO Fellows' Meeting, every two years fellows will be invited to the EMBO Alumni Fellows' Meeting.

EMBO encourages current, former and prospective fellows to follow the programme in <u>Facebook</u> and Twitter (@EMBOFellows) for further information and events. This is also a great opportunity to meet and connect with your colleagues.

EMBO Laboratory Leadership Courses

EMBO offers its Postdoctoral Fellows free places on the <u>EMBO Laboratory Leadership Courses</u>. Fee waivers are granted to fellows within 5 years of being awarded (counting from January 1st of the year of the award, i. e., 1 January 2017 for 2022 courses) and only if the paid fellowship had been held for at least 6 months.

The waiver covers the Laboratory Leadership Course and accommodation. Travel costs are not included. Fellows are given priority to courses organized around the time of EMBO Fellows' Meetings (either in Heidelberg or the US) to avoid additional travel expenses. Eligible courses are:

• Lab Leadership Course for Postdocs

OR one of the following courses:

- Project Management for Scientists
- Negotiation for Scientists
- Self-Leadership for Scientists

In addition, fellows can take ONE of the 1-day Scientific Skills courses (online only) from the selection below:

- Communicating Research: Paper Writing & Short Presentations
- Scientific Integrity: How to Publish Reproducible Results
- How to Review a Scientific Paper
- Applying Design Principles to Schematic Figures

EMBO Non-Stipendiary Fellowship

In case of early termination or non-acceptance of the EMBO Postdoctoral Fellowship due to funding from another source, postdoctoral fellows can become holders of a non-stipendiary fellowship. EMBO Non-Stipendiary Fellows are entitled to attend the Fellows' Meetings and, if

they have held the fellowship for at least 6 months, the Laboratory Leadership Course for postdocs free of charge at the end of their fellowship.

Please note: It is not possible to directly apply for a non-stipendiary fellowship. Non-stipendiary fellowships are only offered to applicants who decline the already awarded EMBO Postdoctoral Fellowship or terminate it early. Applicants who receive another award during the evaluation period and cannot guarantee that they will take up the EMBO Postdoctoral Fellowship for at least 12 months will be excluded from the selection process.

Benefits for fellowships in EMBC associate member states, countries/territories covered by a co-operation agreement and non-member states

Fellows outside EMBC member states receive a stipend (see below) for 24 months unless a shorter time is requested (minimum of 12 months). These fellows also have access to child-care allowance, relocation allowance, EMBO fellows' network activities and Laboratory Leadership courses, similar to fellows in EMBC member states. Please note that additional benefits listed below compensate for benefits that are normally regulated by employment contracts in EMBC member states.

Stipend instead of an employment contract

The stipend is solely intended to cover the cost of living in the host country. The EMBO Postdoctoral Fellowship does not cover bench fees, overheads, funds for consumables or any other financial benefits to the host supervisor or the receiving institute. The <u>stipend rate</u> depends on the country being visited and might be subject to taxation. We cannot advise on national tax regulations and we recommend fellows to contact the relevant authorities in the host country.

Travel and relocation allowance

The travel and relocation allowance is intended to support the travel and relocation costs of eligible fellows and their families. The principles, rules and eligibility criteria as well as current rates are available in the <u>travel and relocation policy</u>.

Dependent child allowance

EMBO fellows are entitled to receive a country-specific additional allowance for dependent children under the age of 18. See the <u>stipend rate</u> sheet for further information.

Parental leave

Fellows whose children are born during their fellowship are entitled to 3 months paid parental leave. Parental leave has to begin within 6 months of the birth of a child. Fellows who take parental leave during the fellowship are entitled to an extension of their fellowship for an equivalent period. This extension has to be requested by the host supervisor at the end of the fellowship.

Fellows must inform the Fellowship Office of their intention to take parental leave.

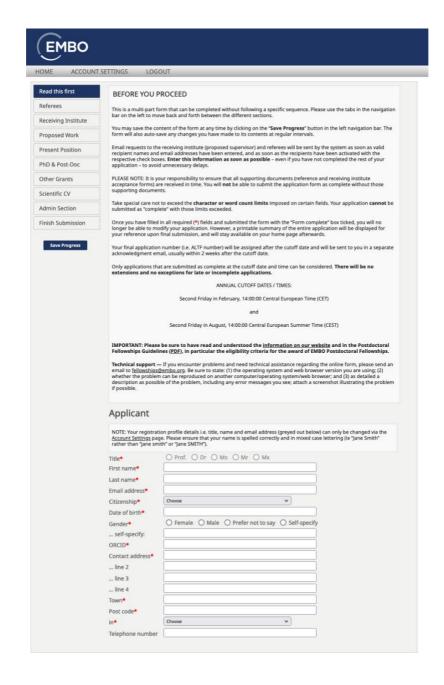
Part-time work

For child-care reasons it is possible to work part-time (50% or 75% of full time) during the fellowship. **Please note:** *The maximum fellowship duration (full-time plus part-time) must not exceed 36 months.*

Pension contributions

EMBO can contribute to eligible private pension schemes of fellows by up to 100 Euro per months. This is done as a one-off payment (maximum 1,200 Euro) that is transferred at the end of each calendar year. In order to be considered for this payment, fellows are required to provide a copy of their policy. The Fellowship Office should be contacted for further details.

Annex – EMBO Postdoctoral Fellowships Application Form (Preview)





HOME ACCOUNT SETTINGS LOGOUT Read this first Please add names and addresses of two persons (**not** from the receiving institute) from whom confidential scientific references will be requested. One of the referees **must** be your PhD supervisor. **Add this information as soon as possible** even if you have not completed the rest of your application. The system will send an automatic request email to your referees soon after you mark the corresponding "Activate referee" checkbox. Referees Receiving Institute Confirm with your referees that they receive this email, otherwise contact fellowships@embo.org. IMPORTANT: Reference letters are limited to 400 words (~1 page). Please comnfirm with your referees that they are aware of this length restriction. Proposed Work Name and Address of Referee 1 Present Position PhD & Post-Doc ○ Prof. ○ Dr ○ Ms ○ Mr ○ Mx Title* First name* Other Grants Scientific CV Email address* (Note: one of your letters of reference MUST come from your PhD supervisor.) Admin Section Is this referee your O Yes O No PhD supervisor?* Finish Submission Institute* ... line 2 Save Progress ... line 3 ... line 4 Town* Post code* in* Choose ~ Telephone number Fax number Activate referee 1* IMPORTANT: If the option "Activate this referee" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a letter of reference to this person. Please note that you will no longer be able to change name or email address of the referee after the form has been saved with the "Activate this referee" option selected. Contact fellowships@embo.org if you need assistance modifying this information. Activate this contact Name and Address of Referee 2 O Prof. O Dr O Ms O Mr O Mx Title* First name* Last name* Email address* O Yes O No Is this referee your PhD supervisor?* Institute* ... line 2 ... line 3 ... line 4 Town* Post code* Telephone number Fax number Activate referee 2* IMPORTANT: If the option "Activate this referee" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a letter of reference to this person. Please note that you will no longer be able to change name or email address of the referee after the form has been saved with the "Activate this referee" option selected. Contact fellowships@embo.org if you need assistance modifying this information. Activate this contact

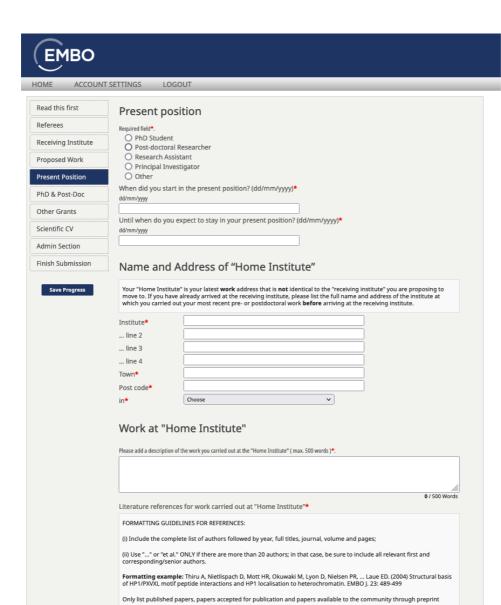


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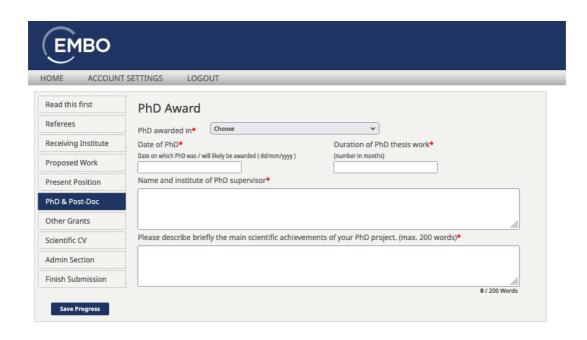


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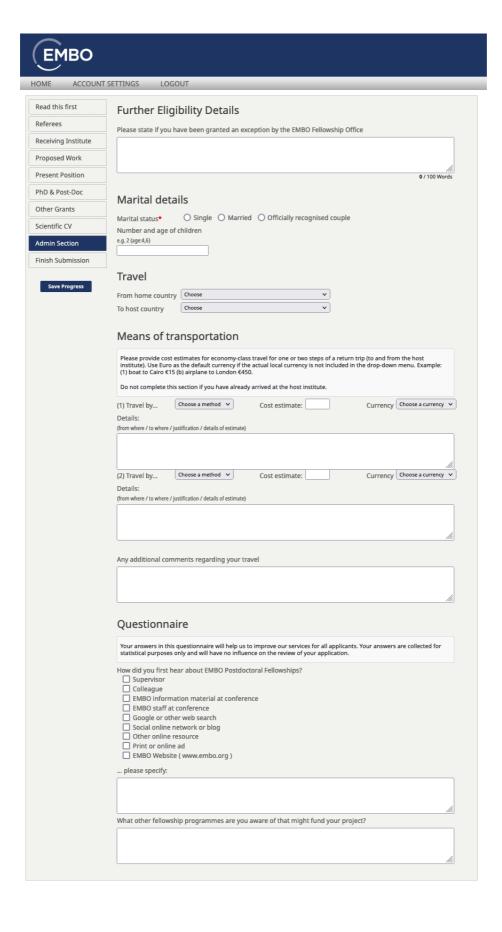


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