



Applicant

Referees

Receiving Institute

Proposed Work

Present Work

Scientific CV

Other Funding

Finish Submission

Save Progress - Status

Save Progress

Please note that the **EMBO Short Term Fellowships** were recently renamed to "**EMBO Scientific Exchange Grants**". We apologise for any inconvenience that the transition to the new formal activity name might cause. The renaming does not affect the eligibility or selection criteria or the application process itself.

BEFORE YOU PROCEED

This is a multi-part form that can be completed without following a specific sequence. Please use the tabs in the navigation bar on the left to move back and forth between the different sections.

You may save the content of the form at any time by clicking on the "**Save Progress**" button in the left navigation bar. The form will also auto-save any changes you have made to its contents at regular intervals.

Email requests to the receiving institute (proposed supervisor) and referees will be sent by the system as soon as valid recipient names and email addresses have been entered, and as soon as the recipients have been activated with the respective check boxes. **Enter this information as soon as possible** – even if you have not completed the rest of your application – to avoid unnecessary delays.

PLEASE NOTE: It is your responsibility to ensure that all supporting documents (reference and receiving institute acceptance forms) are received in time. You will **not** be able to submit the application form as complete without those supporting documents.

Take special care not to exceed the **character or word count limits** imposed on certain fields. Your application **cannot** be submitted as "complete" with those limits exceeded.

Once you have filled in all required (*) fields and submitted the form with the "Form complete" box ticked, you will no longer be able to modify your application. However, a printable summary of the entire application will be displayed for your reference upon final submission, and will stay available on your home page afterwards.

Your final application number (the "ASTF number") will be sent to you in a separate acknowledgment email, usually within 2 weeks after submission.

IMPORTANT:

For **EMBO Scientific Exchange Grants (Short-Term Fellowships)**, please be sure to have read and understood the [information on our website](#) and in the [Scientific Exchange Grants guidelines \(PDF\)](#), in particular the eligibility criteria for the award of EMBO Scientific Exchange Grants. **No deadlines apply.**

For **EMBO New Venture Fellowships**, the **deadline** for applications is **13:00 CET on 1st June 2021** and awards will be made from October 2021. Please refer to the [New Venture Fellowships guidelines \(PDF\)](#) for more detail and thoroughly check the eligibility criteria.

Technical support – If you encounter problems and need technical assistance regarding the online form, please send an email to fellowships@embo.org. Be sure to state: (1) the operating system and web browser version you are using; (2) whether the problem can be reproduced on another computer/operating system/web browser; and (3) as detailed a description as possible of the problem, including any error messages you see; attach a screenshot illustrating the problem if possible.

Type Of Fellowship

- ☐ I am applying for an EMBO Scientific Exchange Grant (Short-Term Fellowship).
☐ I am applying for an EMBO New Venture Fellowship.

Applicant

Title* ☐ Prof. ☒ Dr ☐ Ms ☐ Mr ☐ Mx
First name*
Last name*
Gender* ☐ Female ☐ Male ☐ Prefer not to say ☐ Self-specify
... self-specify:
Date of birth*
Citizenship*
ORCID*

Home institute correspondence address

Enter the full name of the department, the institute name, and the street address.

Institute*
... line 2
... line 3
... line 4
Town*
Post code*
in*
Email address*
Telephone number

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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 should be your current 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. Confirm with your referees that they receive this email, otherwise contact fellowships@embo.org.

Name and Address of Referee 1

Title* ☐ Prof. ☐ Dr ☐ Ms ☐ Mr ☐ Mx

First name*

Last name*

Email address*

Institute*

... line 2

... line 3

... line 4

Post code*

Town*

in*

Telephone number

Fax number

Current supervisor ☐ Yes ☐ No

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.

Please note that it is the applicants responsibility to make sure that the email requested from EMBO has been received and the recommendation is submitted in time.

☐ Activate this contact

Name and Address of Referee 2

Title* ☐ Prof. ☐ Dr ☐ Ms ☐ Mr ☐ Mx

First name*

Last name*

Email address*

Institute*

... line 2

... line 3

... line 4

Post code*

Town*

in*

Telephone number

Fax number

Current supervisor ☐ Yes ☐ No

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.

Please note that it is the applicants responsibility to make sure that the email requested from EMBO has been received and the recommendation is submitted in time.

☐ Activate this contact

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The receiving Institute acceptance form should only be submitted online; no hard copies are required.

Check with your receiving institute that they received an email after you activate your supervisor contact details; otherwise contact fellowships@embo.org.

Receiving Institute

Enter the full name of the department, the institute name, and the street address.

Institute*	<input type="text"/>
... line 2	<input type="text"/>
... line 3	<input type="text"/>
... line 4	<input type="text"/>
Town*	<input type="text"/>
Post code*	<input type="text"/>
in*	<input type="text" value="Choose"/>

Supervisor or Host

Title*	<input type="radio"/> Prof. <input type="radio"/> Dr <input type="radio"/> Ms <input type="radio"/> Mr <input type="radio"/> Mx
First name*	<input type="text"/>
Last name*	<input type="text"/>
Email address*	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>

Activate this contact

IMPORTANT: If the option "Activate this contact" (below) is checked, and if you have entered a name and email address above, the system will send an email request for a Receiving Institute Acceptance Form to this person. **Please note that you will no longer be able to change name or email address of the contact after the form has been saved with the "Activate this contact" option selected.** Contact emboapplications@embo.org if you need assistance modifying this information.

☐ Activate this contact

Institute director

Title*	<input type="radio"/> Prof. <input type="radio"/> Dr <input type="radio"/> Ms <input type="radio"/> Mr <input type="radio"/> Mx
First name*	<input type="text"/>
Last name*	<input type="text"/>

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Proposed Work

Project title*

Summary and biological significance of the proposed research*

Please provide a 250-word summary of the proposed activity and the biological significance of the project.

0 / 250 Words

Proposed work at the receiving institute*

Please provide a synopsis of the proposed activity at the receiving institute. This must be written by the applicant and may not exceed 1,500 words. Do NOT include a list of referenced literature in this place but use the next field below instead.

0 / 1500 Words

Literature references for proposed work*

FORMATTING GUIDELINES FOR REFERENCES:

- (i) Include the complete list of authors followed by full titles, journal, year, volume and pages;
- (ii) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

Formatting example: Thiru A, Nietispach D, Mott HR, Okuwaki M, Lyon D, Nielsen PR, ... Laue ED. Structural basis of HP1/PXVXL motif peptide interactions and HP1 localisation to heterochromatin. EMBO J. (2004) 23: 489-499

Use this space for a complete list of references for the above proposal, including full bibliographic details.

Keywords*

List 5 short keyword terms to describe the proposed research. Separate those terms with " / ". (max 20 words)

0 / 20 Words

Subject area 1*

Choose a subject area

Subject area 2*

Choose a subject area

Proposed starting date of the fellowship/grant*

Applications completed only after the start of the visit or after the proposed start date indicated here will not be considered.

(Please note: an application is only complete once both references and the receiving institute acceptance have been submitted online and received by EMBO).

dd/mm/yyyy

Proposed duration of the fellowship/grant*

Number of days (7-90 days for EMBO Short-Term Fellowships)

Justification

Please give a short justification of the choice of this laboratory*

0 / 200 Words

Travel

City of departure*

in*

Choose

Career plan

Do you intend to return to your home laboratory after the fellowship/grant?*

☐ Yes ☐ No

... if yes, for how many months?*

Career plan after the fellowship/grant:*

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Name and address of home institute

Institute*

... line 2

... line 3

... line 4

Town*

Post code*

in*

Current position

- ☐ PhD Student
- ☐ Post-doctoral Researcher
- ☐ Research Assistant
- ☐ Principal Investigator
- ☐ Other

When did you start in the present position? (dd/mm/yyyy)*

dd/mm/yyyy

Until when do you expect to stay in your present position? (dd/mm/yyyy)*

dd/mm/yyyy

Current work

Work at the "Home Institute"*

Please add a synopsis of your current work (max. 500 words).

0 / 500 Words

References for synopsis of current work*

FORMATTING GUIDELINES FOR REFERENCES:

- (i) Include the complete list of authors followed by full titles, journal, year, volume and pages;
- (ii) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

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

Benefit *

If you are applying for an EMBO Scientific Exchange Grant (Short-Term Fellowship), please describe how your home lab will benefit from this visit (max. 200 words).

If you are applying for an EMBO New Venture Fellowship, please describe how your career trajectory will benefit from this visit (max. 200 words)

0 / 200 Words

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Academic research training / work experience

Please list, **in reverse chronological order**, your academic research training and positions held, **since (and including) your PhD research**. State the duration, kind of training or position, the research topic, the supervisor, and the institute, if applicable.

Full C.V. since PhD research*

Education

Please list, **in reverse chronological order**, your education and training **prior to your PhD work, starting from the beginning of your university (or equivalent) studies**. Please state the duration, the university, major subjects, and the degrees obtained, if applicable. Do not list the stages of your pre-university education. You may, however, include here any professional, non-academic positions held in the past, as well as any relevant fellowships and awards you have previously received.

Education and training prior to your PhD work, starting from the beginning of your university (or equivalent) studies*

PhD Award

PhD awarded in

Choose ▼

Date of PhD*

Date on which PhD was / will likely be awarded (dd/mm/yyyy)

Publications

List any (co-) authored, peer-reviewed publications in international journals (**excluding** manuscripts submitted, in revision or in preparation), **in reverse chronological order**. Papers available through preprint servers can be listed and will be taken into consideration.

Indicate by an asterisk the three (3) most important publications in your list. In the case of shared first authorship, please keep the order of authors as they appear on the original publication and indicate shared authorship (e.g.: AG and FT contributed equally to this work).

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Other funding sources

Please list other grants, awards, contributions or fellowships (towards either travel or subsistence expenses of the proposed visit) you are receiving or applying for.

Previous applications for EMBO Fellowships

1: Fellowship type: number: - year:

2: Fellowship type: number: - year:

Funding history

List previously held fellowships from EMBO or other organisations with dates (month/year)

Career breaks

Duration of career breaks due to child care or military/civil service
(total number of months; enter "0" if not applicable)

Please specify the reasons and dates of your career breaks

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Once you have completed the application form, **and** both reference forms and the acceptance letter from the receiving institute have been received, check the "Form complete" box below.

The form will then be validated, and any remaining problems (character count, required fields) will be highlighted.

The "Submit form" button will only become active if (i) the "Form complete" box is checked, (ii) all letters of support have been received and (iii) the form content has been validated.

No changes can be made to an application after it has been submitted as complete. However, a printable summary of the entire application will be displayed for your reference upon final submission, and will stay available on your home page afterwards.

Application Status

☐ Receiving Institute letter complete

☐ Reference 1 complete

☐ Reference 2 complete

☐ Form complete

[Submit form](#)