

Application guidelines

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Application deadlines 2024:

Application deadline for Installation Grants: 15 April 2024, 12:00 CEST

Referee submission of reference letters: 15 April 2024, 12:00 CEST

Receiving Institute Online Application Form submission deadline: 15 April 2024, 12:00 CEST

Receiving Institute Confirmation Form deadline (to submit only if invited for the interview): 6 November 2024

Online interview: 6 November 2024

SDIG 2024 participating countries:

Croatia, the Czech Republic, Estonia, Hungary, Greece, Lithuania, Luxemburg, Montenegro, Poland, and Türkiye.

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 IG Committee 2024:

Melanie Blokesch (CH)

Andrew Carter (UK)

Karin de Visser (NL)

Matteo Iannaccone (IT)

Carsten Janke (FR)

Karim Labib (UK, chair)

Andreas Ladurner (DE)

Giampietro Schiavo (UK)

Katja Sträßer (DE)

Miguel Torres (ES)

Dolf Weijers (NL)

1. About the EMBO Installation Grants

1.1. General information about the Grant

1.1.1 Grant duration

EMBO Installation Grants provide 50,000 euros/year for up to 5 years. All grantees undergo a progress evaluation based on a scientific report and a report from their institute in their 3rd year. The evaluation is carried out by the EMBO Installation Grants committee, and a recommendation is presented to the Strategic Installation Grant (SDIG) board. In exceptional cases, the SDIG board may decide to discontinue the Grant.

1.1.2 Grant starting date

In case of a successful application:

If the Grantee is already working at the Receiving Institute, 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 Receiving Institute, the Grantee is expected to set up their laboratory and start the Grant no later than December 31st in 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 the EMBO YIN Office at yip@embo.org.

2 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 Croatia, the Czech Republic, Estonia, Hungary, Greece, Lithuania, Luxemburg, Montenegro, Poland, and Türkiye by the date of application or have established a laboratory in one of these countries in the last 2 years (no earlier than 15.04.2022 for the 2024 call).
- Applicants must be doing research in any of the EMBO subject areas.
- Applicants should have received their PhD less than 9 years prior to the year of application, i.e. not earlier than in 2015 for the 2024 call.
- In the four years prior to their application (since 2020 for the 2024 call), 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 online interview on 6 November 2024.
- Candidates can apply multiple times, but only once more after having been interviewed (i.e. candidates can only attend two interviews).

Please note:

- For female candidates with children of any age, the eligibility limits are automatically extended by one year per child. The actual time taken as maternity leave (at any point during the career) should only be notified to the office if it is more than one year per child.
- For male applicants with children, the eligibility limits 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, other care responsibilities or extended military service are considered as exceptional circumstances on a case-by-case basis. Special provisions may also be made for clinical scientists. If you feel your circumstances warrant an extension of the eligibility period, please contact the EMBO YIN office (yip@embo.org) for advice before applying.

Please contact the EMBO YIN 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.
- Your transition to an independent group leader did not involve a formal change in position.
- You are unsure whether you meet the criteria for an independent group leader.

3 Application process

Applications for an EMBO Installation Grant are accepted via the EMBO online system. The application includes:

- an online form;
- an offline form to be filled out and uploaded via the EMBO online application system;
- 3 reference letters (uploaded by the referees directly);
- *Receiving Institute Online Application Form* (to be filled out online by the Receiving Institute). All of these must be completed before the deadline (15 April).

Should the candidate be selected for an interview, the Receiving Institute must also send an additional *Receiving Institute Confirmation Form* to the EMBO YIN office (signed PDF, sent by email). Please refer to the application guidelines below before starting your application.

USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

EMBO acknowledges the value of using Artificial Intelligence (AI) tools, as well as human feedback, in the preparation of funding applications. Applicants are fully and solely responsible for the originality and accuracy of their application.

EMBO will continue following the developments in generative AI and adapt this policy as required.

3.1 Timeline 2024

Deadline for application	15 April, 12:00 CEST
Pre-application results announced	late June
Online interviews	6 November
Meeting of the Strategic Development Installation Grants (SDIG) Board (final decision make take up to a month after the meeting)	25 November
Results announced to applicants	Mid-December
Results announced publicly	The exact date will be included in the acceptance email

3.2 Application procedure

All incoming applications are screened by the EMBO YIN office to ensure eligibility requirements described in section 2 are met.

Selected applicants are invited for a remote interview with the EMBO Installation Grants committee on 6 November.

All applications from the candidates selected for an interview are sent to an EMBO Member expert in the applicant's research area, for a confidential review. Candidates will be able to exclude three EMBO Members from the process with whom there may be a potential conflict of interest.

Following the interview, the EMBO Installation Grants committee ranks all applicants based on their research and their presentation. Each candidate receives an overall rank and a 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 25 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 Installation Grants committee. The Board cannot change the ranking order provided by the committee, so Grantees are selected from the top to bottom of the country ranking.

The final number of available grants per country (if any) is not known by EMBO ahead of the SDIG Board meeting.

All applicants will be informed of the outcome of their application by email within a month after the SDIG Board meeting.

3.3 Application forms

SCIENTIST ONLINE APPLICATION FORM

General instructions for completing the online application form can be found in the EMBO online 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 Receiving Institute as well as any extra funds/grants should be included;
- details of three referees;
- contact details of the person who will complete the Receiving Institute Online 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:

- Please include all research articles including reviews in the "Total number of publications" field, but only primary research articles for the number of first and last author publications.
- For "First author publications", include the research articles where you are a first or shared first co-author.

- For “Last author publications”, include the research articles where you are a 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 note 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 **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 by you, but you will not be able to see the reference letters.

Please confirm with potential referees prior to entering them into the form. However, if you do need to change a referee, please email the EMBO YIN 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**. The text of the reference letter should be entered into the corresponding fields **in the online system**, no PDF/Word files sent by email to the EMBO YIN 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 access to the referee form to fill it out. Emailed PDF and Word reference letters are not accepted.

Re-using letters from 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 EMBO YIN office will receive the reference letter request and the letter from your most recent application will be added to your current application. Please note that EMBO YIN office staff will have to re-enter the references manually, therefore it might take time for the references to appear as complete.

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, HOME tab. If a referee has not received the reference request, please contact the EMBO YIN office (yip@embo.org), so that the request can be re-sent.

Fig.1: Example of incomplete references.

4. EMBO Young Investigator Programme [submission open]
EMBO Young Investigator Programme application for Lena Steshenko [completed] [Print view](#)
1st Reference status - email being processed by system
2nd Reference status - email being processed by system
3rd Reference status - email being processed by system

Fig.2: Example of two complete references and one still pending.

4. EMBO Young Investigator Programme [submission open]
EMBO Young Investigator Programme application for Lena Steshenko [completed] [Print view](#)
1st Reference status - form completed by referee (yip@embo.org) and received by EMBO
2nd Reference status - form completed by referee (yip@embo.org) and received by EMBO
3rd Reference status - email being processed by system

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

SCIENTIST OFFLINE APPLICATION FORM

Please download the offline application from our website (or from the EMBO online application portal) and fill it out following the guidelines below.

- The form should be completed in Helvetica or Arial font, size 10;
- The 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 colour highlighting, table view or any other formatting is not acceptable. Also, please do not include impact factors for 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 the scientific CV & current position section in the online form.
- The 'Other relevant information' section should include only relevant CV information. You can use this field:
 - to provide information on any gaps in your CV
 - to list your involvement in scientific community work (mentorship, scientific outreach, any other engagements)
 - to list any recent awards.

Please keep it short.

Also, if you have discussed and received approval for any special eligibility extension with the EMBO YIN 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 name in bold, and (where appropriate) italicize members of your 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.**
- EMBO will consider papers published on preprint servers (arXiv, BioRxiv, PeerJ., etc.).

Your two best publications

Please provide details of your two best publications including a 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 five years, subject to a positive evaluation after the third year. Therefore, designing the project within a time frame of 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, the committee does not expect the project to be completely wrapped up within the 5 years of the grant.

Budget

The budget timeline should span 5 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 outline how you plan to use the grant. We do not expect a detailed list of all consumables etc. The salaries of the lab members can be included in the budget.

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 records.

RECEIVING INSTITUTE ONLINE APPLICATION FORM

The applicant should coordinate their application with that of the Receiving Institute; both forms must be submitted by the deadline. The applicant's online application 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 the *Receiving Institute Online Application Form* will be sent by email to the contact person. Please list and activate the contact as soon as possible to allow sufficient time 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 the 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.

RECEIVING INSTITUTE CONFIRMATION FORM

Once a candidate is selected for an 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 YIN office by the day of the interview.

4 Selection procedure

The selection of EMBO Installation Grantees is made by the EMBO Installation Grants committee. The *EMBO IG Committee Guidelines* can be found on the [EMBO website](#). 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 locally to support the grants.

Application, reviewer's report, letters of reference, Receiving Institute's offer and interview performance are taken into account by the EMBO Installation Grants committee. The committee uses the selection criteria described below to compare the applications.

4.1 Selection

Applicants should bear in mind that the application from the Receiving Institute is important: The Receiving Institute must offer good support and provide an environment where the candidate can thrive. There have been cases where candidates have not been awarded because the offer from the Receiving Institute was perceived as not adequate.

As a signatory of the [San Francisco Declaration on Research Assessment \(DORA\)](#), EMBO does not use journal-based metrics such as impact factor during the assessment process. **Please do NOT include these in your publication list.**

4.2 Panel interview

Your interview will consist of a 10 minutes research talk, followed by 10 minute Q&A with the panel, conducted by two sub-panels in parallel, each panel consisting of 5 members of the Installation Grants Committee (a list of current committee members can be found on page 3 of this guide).

The interviews will take place on 6 November, in a hybrid format: the committee present on-site, and candidates join remotely via Zoom. All candidates 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 general guidelines, you may want to consider including the following:

- Quick overview of your scientific career (1 slide);
- Introduction of planned or ongoing project(s);
- Any grant or publication updates since the submission of the application form.

Please note that the EMBO YIN 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.

4.3 Feedback

No feedback will be given following the pre-selection stage due to the high number of applications each committee member has to review. However, the committee will provide feedback following an unsuccessful interview via the EMBO YIN office.

Please do not contact the committee members directly. Personally contacting IG committee members for application advice/feedback can be interpreted as attempting to influence selection results and will disqualify your application.

4.4 Evaluation Criteria

The following evaluation criteria apply:

4.4.1 TRACK RECORD

Criteria for evaluating the track record

- Scientific achievements and professional development to date: Are they an indication that this is an outstanding scientist?
- Scientific breadth: Has the applicant shown a willingness to change research areas or the ability to tackle new and important problems?

4.4.2 RESEARCH

Criteria for evaluating the research

- Ambition: Is the proposed research ambitious and likely to lead to novel contributions in the field?

4.4.3 GROUP AND RESEARCH ENVIRONMENT

Criteria for evaluating the group and Receiving Institute research environment

- Group size and funding sources: Are the number and the expertise of laboratory members and the available funds sufficient to undertake the described research?
- Receiving Institute: Is the research environment conducive to competitive research?

4.4.4 INDEPENDENCE

Criteria for evaluating the candidate's independence

Operational independence:

- Is the candidate financially independent? Is the candidate able to apply for grants in their own name and report directly to funding agencies?

- Operational independence: Does the candidate have the experience necessary to supervise their students and do they have financial independence?

Intellectual independence:

- Intellectual independence: What is the influence of former supervisors and institute/department heads on the candidate's current research?

4.4.5 OFFER BY THE RECEIVING INSTITUTE

Criteria for evaluating the Receiving Institute's offer

- Does the Receiving Institute provide a good environment for the applicant, e.g.:
 - 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 to carry out the proposed projects?

5 Frequently Asked Questions

5.1 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 Croatia, the Czech Republic, Estonia, Hungary, Greece, Lithuania, Luxemburg, Montenegro, Poland, and Türkiye) by the date of application, or with an established lab in one of these countries in the last 2 years (i.e. no earlier than 15.04.2022 for the 2024 call) 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. This means 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 the head of a new department?

A: Negotiating an independent position in an already existing department is sufficient.

5.2 Cut-off date

Q: What is the exact cut-off date for applicants to be considered eligible in 2024?

A: Candidates are considered eligible if they have completed their PhD less than 9 years from the date of application, i.e. in 2015 for the 2024 call. Grantees must also have spent at least 2 consecutive years of the four years prior to the application (i.e. no earlier than 15.04.2022 for the 2024 call) outside the country in which they are planning to establish their laboratory.

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

Q: Do you have any general advice on how long one should wait to apply since the start of the independent lab?

A: Candidates can apply only before they are moving to the host country or spend not more than 2 years at their current position in their country.

5.3 Age limit

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

A: No, there is no age limit.

5.4 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 the following years?

A: If you were rejected after an interview, you may re-apply once more. Previous rejection does not have any impact on the success of the following applications.

5.5 Online application form

Q: For my postdoctoral research I was supervised by two PIs. How can I best 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 (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 department. Links to your professional profile, such as LinkedIn, ResearchGate, etc., are also acceptable.

Q: Concerning the "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 15 April deadline, you will receive an email to confirm that your application has been received and is complete. If there are questions, or any information missing, you will be requested to submit it as soon as possible.

Q: Can I add some information to the application AFTER I click "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.

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 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 does not change, please send an email to yip@embo.org.

Q: In the "Publication Record" section of the form, which papers should I include?

A: Please include all research articles including reviews in the "Total number of publications" field, but only primary research articles for the number of first and last author publications.

5.6 Publication record

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: Yes. Please send the editor's acceptance letter and the manuscript to the EMBO YIN office.

5.7 Independence

Q: How do you define independence?

A: We define "independence" as:

- Being able to apply for grants in one's own name and reporting directly to funding agencies.
- Being responsible for supervising graduate students and/or postdocs in one's own lab.

Q: How much funding is considered necessary to be able to eligible to apply?

A: There is no minimum requirement for the amount of funding you receive, as long as you can fully support your independent group (consumables, lab space, salary for you and your staff).

5.8 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 costs (salaries), 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 deducted by the institute as overheads. The budget plan is not binding.

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 staff members?

A: Please follow the national salary scheme for 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 Receiving Institute. There is no need to confirm each purchase budgeted within the Grant with the EMBO YIN office. We inquire about 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 grantee's salary" mean that 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 Receiving Institute/university, and the salary should come from the Receiving Institute or any other granting source. The IG grant can only be used to increase the salary from the baseline level that other sources provide (max of 20%).

Q: Can the grant be used to cover group members' salaries?

A: Yes, the Grant can be used to cover personnel costs.

5.9 Reference letters

Q: By when should the reference letters be submitted?

A: The deadline for referees to submit the reference letters is 15 April 2024 at 12:00 CEST.

Q: Can I submit only 2 reference letters?

A: Applications with less than 3 reference letters are considered "incomplete" and will not pass to the next stage of the application process.

Q: I am a re-applicant; how can I re-submit a reference letter from a former application?

A: Enter the name and postal address of the referee in the online form but enter yip@embo.org into the email field; the EMBO YIN office will receive the reference submission request and will copy the reference letter from your most recent application. Please mind that this is a manual process, so the references will not appear as complete immediately.

Q: Can I change my referee if the one I previously approached cannot make it?

A: Please confirm with potential referees before entering them in the form, however, if you do need to change a referee, please email the EMBO YIN office (yip@embo.org) right away. We will re-activate the referee form for you, and you will be able to enter new referee information and email.

Q: Can I submit a reference letter on behalf of my referee?

A: No, the reference letter must come from the referee listed in your form. If that referee has previously submitted a reference letter for a past IG application, please enter "yip@embo.org" into their email field and we will copy their most recent reference letter to your current application.

Q: My referee said they did not receive an email with a link to the online form. What should I do?

A: First ask your referee 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.

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. Reference letters sent by email are not accepted.

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, and not 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 before submitting all three reference letters, as one of my referees has not submitted their letter yet?

A: Yes, you may submit your application without completing all the references. Their submission is independent of your application; however, all should arrive by the 15 April deadline.

Q: How can I check that the reference letters have been submitted?

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

Fig.3: Example of 2 complete and one incomplete reference letter. Visible in the HOME tab of the online application portal.

4. EMBO Young Investigator Programme [submission open]
EMBO Young Investigator Programme application for Lena Steshenko [completed] [Print view](#)
1st Reference status - form completed by referee (yip@embo.org) and received by EMBO
2nd Reference status - form completed by referee (yip@embo.org) and received by EMBO
3rd Reference status - email being processed by system

5.10 Feedback

Q: Can I get feedback on my application?

A: No feedback will be provided following the pre-selection stage due to the high number of applications each committee member has to review. However, the committee will provide feedback in case of a negative outcome at the interview stage. You will also receive an anonymized review provided by the EMBO Member who reviewed your application.

Please do not contact any committee members directly for feedback, any requests should be addressed to the EMBO YIN office only (yip@embo.org).