



# **Programme guide**

---

Version 14.0 – March 14, 2023



# Contents

About the Programme . . . . .	5
Programme Membership . . . . .	5
Research integrity training – EPIGEUM . . . . .	5
GRAPHICAL SUMMARY OF PROGRAMME BENEFITS . . . . .	7
Networking . . . . .	9
PROGRAMME MEETINGS . . . . .	9
Annual EMBO Young Investigator Meeting . . . . .	9
Sectoral meetings . . . . .	9
FUNDS TO SUPPORT INTERACTIONS BETWEEN LABS . . . . .	12
Institute visits . . . . .	12
Local PhD course support . . . . .	12
Joint group meetings . . . . .	13
SUPPORT OF OTHER PAN-EUROPEAN NETWORKS OF JUNIOR PIS . . . . .	14
Support for your lab . . . . .	15
Funds to support a lab retreat . . . . .	15
Lab member visiting fellowships . . . . .	15
INTERVIEW SUPPORT . . . . .	16
ACCESS TO OTHER TECHNOLOGIES . . . . .	16
Access to core facilities at EMBL . . . . .	16
ADVERTISING OF VACANCIES IN YOUR LABORATORY . . . . .	17
MANUSCRIPT EDITING SERVICES and GRANT WRITING SUPPORT . . . . .	17
PUBLICATION FEES FOR EMBO PRESS JOURNALS . . . . .	17
CAREER DEVELOPMENT FOR YOUR LAB MEMBERS . . . . .	18
Meeting participation grants . . . . .	18
Annual PhD course . . . . .	18
Nominate your student to attend the Annual Nobel Laureate meeting . . . . .	19
IN-LAB FACILITATION OF CREATIVE PROBLEM SOLVING . . . . .	19
VOCATIONAL TRAINING . . . . .	20
Solution-focused training . . . . .	21
Leading your team in a crisis: Group Coaching Sessions . . . . .	21
BRIDGING FUNDS . . . . .	22
Getting you and your science noticed . . . . .	23
AT CONFERENCES . . . . .	23
Young Investigator Lecture Grants . . . . .	23
Young Investigator Seminar . . . . .	24
Conference/meeting support for YIPs/IGs organising meetings . . . . .	24
EMBO Young Scientists' Forum (EYSF) . . . . .	25
EMBO eTalks . . . . .	25
ONLINE . . . . .	26
Online Databases . . . . .	26
Twitter . . . . .	26
List of awards won by YIPs . . . . .	26
at EMBO . . . . .	26
EMBO Directory . . . . .	26
Invitations to EMBO events . . . . .	26
Support for you: career development and monetary award . . . . .	27
CAREER DEVELOPMENT FOR YOU . . . . .	27
EMBO Solutions . . . . .	27
Mentorship by an EMBO Member . . . . .	27
Childcare support . . . . .	28

MONETARY AWARD/GRANT . . . . .	29
Young Investigator Award . . . . .	29
Installation Grant funding . . . . .	29
Small Grants . . . . .	29
OTHER USEFUL INFORMATION . . . . .	30
Access to EMBO Press Journals . . . . .	30
Contacting other programme members . . . . .	30
Contacting EMBO . . . . .	30
Finding up-to-date information about YIP benefits . . . . .	30
Programme FAQs . . . . .	31
Travel Guidelines . . . . .	33
General . . . . .	33
Travel Guidelines for Young Investigators in EMBC Associate Member State . . . . .	35
Attending an EMBO YIP Sectoral meeting . . . . .	36
Reimbursement Forms: What form to use when . . . . .	37
Networking Application and Report Form explained . . . . .	38
Index . . . . .	41

## About the Programme

---

Established in 2000, the EMBO Young Investigator Programme was the first initiative in Europe that recognised the specific needs of junior group leaders setting up their first independent laboratories and it developed activities to help this group of scientists.

The programme aims to:

- highlight some of the best young group leaders in Europe;
- create a mutual support network among the next generation of scientific leaders in Europe;
- help Young Investigators realise their potential as world-class researchers.

The programme selects around 20 EMBO Young Investigators (YIPs) annually and provides support and networking opportunities during a critical stage of their career.

EMBO Installation Grants were set up in 2006 to encourage talented researchers to set up their independent laboratories in participating member states (currently Croatia, the Czech Republic, Estonia, Lithuania, Montenegro, Poland, Portugal and Turkey). Installation Grantees (IGs) also become part of the Young Investigator Programme (YIP) and are eligible for most benefits of the programme.

### Programme Membership

The duration of membership in the programme is:

- EMBO Young Investigators have the full benefit of all activities for 4 years.
- initially three years for Installation Grantees (IGs), with the possibility of a two-year extension following a review in the third year of the grant (see page 29).

For female programme members, a one-year extension per child born during their programme membership (please let us know) is granted i.e. extension of benefits such as networking and support of your lab. Please contact the YIN office if you qualify, so that this can be noted on your record. For IGs this means an extension of YIP programme benefits and longer to spend the grant funding, but no extra grant payments.

Programme alumni remain part of the EMBO Young Investigator Network, which is made up of current and former programme members. Some activities can be used forever (*well...*), such as attending EMBO Solution Training, coverage of participation in YIP meetings or sectoral meetings, sending PhD students to the YIP PhD course or the Lindau Nobel Laureate meeting, joint group meetings, institute visits or student exchanges if one current programme member is involved, job advertisement, child care funds and participation in the YIN Retreat.

IGs who move away from their host member state and YIPs who move their labs to a country that is not an EMBC Member State, EMBC Associate Member State or cooperating country during the normal membership period forfeit their membership and become former programme members. Travel costs will not be covered for former members who have moved to a country that is not associated with the EMBC. Programme membership may be terminated in confirmed cases of scientific misconduct.

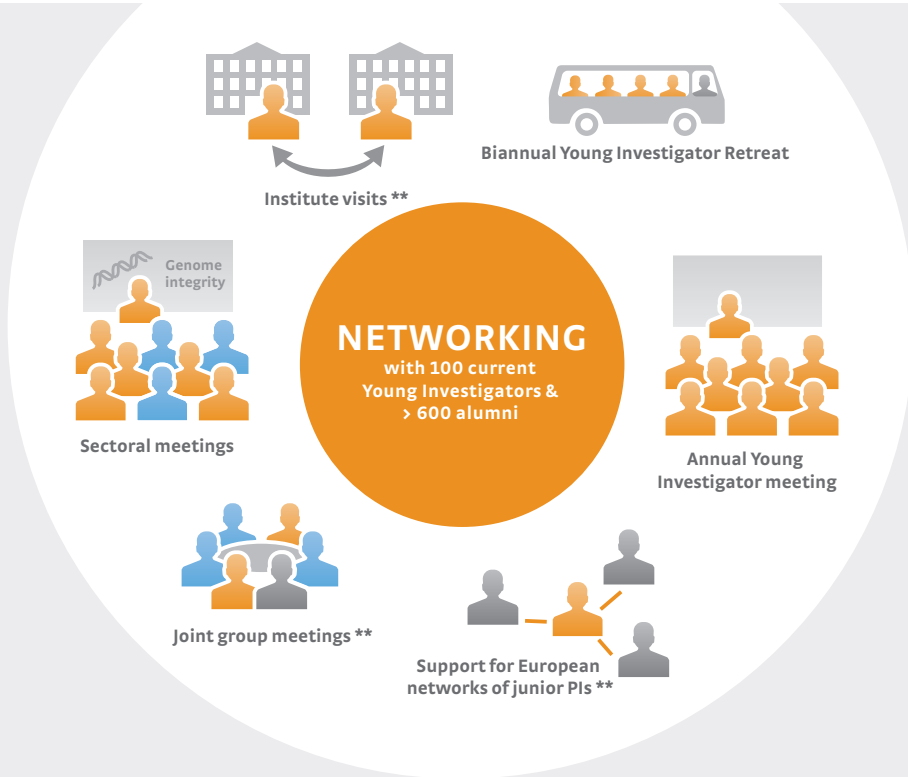
### Research integrity training

Adherence to the principles of responsible conduct of research (also called research integrity) is the foundation of all good scientific research. EMBO requires that its awardees are trained in these principles and offers to its Members, Young Investigators and Fellows an online course from Epigeum. This course was developed by a consortium of 22 research institutions, including EMBO, and is free of charge for our members.

You are expected to take the course (this may be substituted for by any other training available or required by your research institute or funder) **by the end of your first year of membership in the programme**. You will be issued a certificate upon completion of the course. We also offer free access for the members of your laboratory and we strongly recommend that you encourage them to take this course as well.

**PROGRAMME MEMBERSHIP FROM 2019 ONWARDS: Please mind that all the payments for the programme benefits will be put on hold until you have completed the course.**





\* Don't forget to inform us of your news, so we can pass this on  
\*\* Applications for funding must be sent in advance





# Networking

## PROGRAMME MEETINGS

### Annual EMBO Young Investigator Meeting

*Aims:* opportunity for Young Investigators and Installation Grantees to get to know each other and to learn more/give feedback about the Young Investigator Network.

*For:* All programme members (current and former) are invited to participate, along with EMBL group leaders. Programme members are encouraged to attend each meeting during their tenure as current Young Investigators/Installation Grantees.

*Location:* Meetings take place at a programme member's institute (location chosen via a vote of programme members) and every third year at EMBL Heidelberg.

*Format:* Short talks from participants, discussion sessions on EMBO and optional training workshops, and lots of time for informal interactions.

### Funding limits and eligible costs

Costs covered:	Reasonable travel costs. In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.
For current and former members:	Accommodation and meals during the conference are provided.
Not covered:	Additional meals.

### Procedure

Registration:	Normally opens in February: details sent by email/ YIN eNewsletter
Travel reimbursement:	Please send a signed and filled <b>Travel form</b> from page 37 along with the original receipts and boarding passes after the meeting to the EMBO YIN office.

### Sectoral meetings

*Aims:* Support collaboration between programme members working on similar topics and foster discussions and exchange of ideas and data.

*Format:* Self-organising i.e. groups of programme members get together to organise themselves. The format of each meeting is decided by the organisers but is generally informal. Groups with overlapping topics can hold back-to-back meetings.

*For:* All current and former programme members. Some groups allow lab members to accompany attending PIs. Please mind that only senior lab members may attend sectoral meetings. The YIN office covers only limited costs for lab members and reserves the right to limit the number of participants to keep costs at a reasonable level and to ensure the high quality of the meetings; organisers can choose to select only a subset of participants as speakers. See page 11 for the regulations on external participants (non-YIPs/non-IGs).

*Joining a group:* Active groups are listed in the regular newsletters sent by email from the programme office to YIPs, along with the details of upcoming meetings. Please contact the organiser if you are interested in attending one of the listed meetings.

*Funding:* THE EMBO YIN office provides funds to cover local costs, including hotel expenses for attendees. Additionally, travel support is available for attending programme members. Please see page 10 for limits and reimbursement procedures.

In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance

trips by plane will not be reimbursed starting from January 2023. Travel costs are not covered for the participating lab members. It is also not allowed for the lab member to attend instead of the PI. No cost reimbursement will be done in this case for the organisers.

*New topics:* If you are interested in organising a new sectoral meeting, please send a proposal to the EMBO YIN office. We will then contact all programme members for expressions of interest.

*Questions on/suggestions for individual groups?* Please contact the EMBO YIN office.

### **Cancellation policy for Sectoral Meeting attendees**

The budget for the sectoral meeting depends on the number of participants (i.e. 400 EUR per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

### **Funding limits and eligible costs – programme member travel**

Amount:	EMBC: up to 300 EUR of attending PIs travel costs.
	Associated Member States: up to 1000 EUR.
	Also see (page 37).
Not covered:	Travel support for lab members; additional meals.

### **Procedure – programme member travel**

For reimbursement:	Please send signed and filled <b>Travel form</b> from page 37 and original receipts and boarding passes after the meeting.
Not covered:	Additional meals.

### **Additional information for sectoral meeting organisers**

- The location, date and meeting format should be decided in consultation with participants. Normally the next host/location is decided at the meeting and the date is decided via a doodle poll. Please let the YIN office know once these have been set.
- Please inform us of the intended format and expected costs so we can approve these.
- On request, the meeting can be held at EMBL in Heidelberg. The YIN office can help you reserve a hotel and book seminar rooms here.
- We recommend sending at least one invitation to all YIPs and IGs and you may also invite (specific) EMBL group leaders and EMBO Press editors, should you wish. Simply send the invitation text to [yip@embo.org](mailto:yip@embo.org) for forwarding to the mailing list. You may also want to invite specific programme members directly.
- Please see the table on page 10 for budget, standard payment mechanisms and required reporting. If the standard payment mechanism is not suitable, please discuss it with the YIN office well in advance of the meeting.
- Inform your participants of the travel reimbursement limitations and procedures, by referring them to <https://oc.embl.de/index.php/s/xO7RN2K1j5ct66U>

### **Funding limits and eligible costs – local costs**

Budget for local costs:	400 EUR per YIP/IG/EMBL group leader attending without group member(s) 600 euro per YIP/IG/EMBL group leader attending with group member(s) 200 euro for an external PI, please keep the number of external guests low i.e. if 4 YIPs attend alone and 6 attend with 1-2 lab members each, budget = (400*4)+(600*6)=5200 euro
Can be used for:	Hotel (costs must be reasonable), local travel, catering/dinners.
Payment mechanism:	All funds are transferred after the meeting.

### **Procedure – local costs**

Final report:	Please send a short report including the breakdown of costs and participant list using Networking Application and Report Form from page 38, enclosing relevant invoices and the final programme.
---------------	--

### **Participation of non-YIP/IG in sectoral meetings**

1. Sectoral meeting organisers may invite external guests (non-YIP/IG PIs) to contribute to the meeting (max amount of guests one-third of the total participants). EMBO will support organisers with 400 EUR per attending guest, but the travel costs of external participants will not be covered.
2. It is not encouraged that a lab member participates in place of a YIP-PI, but it might be accepted under special circumstances. YIP/IG who would like to send her/his senior lab member to attend the sectoral meeting instead of her/him will have to convince organisers that this benefits the whole group. The final decision is with the meeting organisers. EMBO will support organisers with 400 EUR in this case as well, however, the travel costs of a lab member will not be covered.

## FUNDS TO SUPPORT INTERACTIONS BETWEEN LABS

### Institute visits

For:

- Visits between programme members e.g. to give a seminar, to plan a collaboration; this includes former programme members if one current programme member is involved
- Visits of YIP/IGs to collaborator laboratories (YIP and non-YIP).

Can also be used by current programme members:

- to send a postdoc for a (practice) interview with another YI/IG.

### Funding limits and eligible costs

Max. amount:	EMBC: up to 500 EUR per trip. Associated Member States: up to 1000 EUR per trip.
Can be used for:	Travel/accommodation.
Not covered:	Meals and visits of other non-YIP/IG PIs to programme members.
Also refer to:	Travel Guidelines (see page 33).

### Procedure

Apply in advance:	Please use the Networking Application and Report Form from page 38.
Submit final report and receipts:	Please send a short report including the breakdown of costs and participant list using Networking Application and Report Form from page 38, enclosing relevant invoices.*

\*Please note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can be scanned in and sent by email along with travel-related receipts. Please always keep your boarding passes to submit along with the airfare invoices.

### Local PhD course support

For: Current programme members organising a **local PhD course** who wish to invite a current or former programme member to give a lecture/teaching support.

### Funding limits and eligible costs

Max. amount:	Up to 500 EUR for support of a speaker plus 1 YIP lecture.
Can be used for:	Travel/accommodation/catering.
Also refer to:	Travel Guidelines (see page 33).

### Application procedure

Please ALWAYS apply in advance!	The programme member organising the course should submit Networking Application and Report Form from page 38. and receive formal approval from the YIN office.
Submit the final report and receipts!	Please send a short report including the breakdown of costs and participant list using Networking Application and Report Form from page 38, enclosing relevant invoices.* This should be from the organiser of the visit.

\*Please note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can be scanned in and sent by email along with travel-related receipts. Please always keep your boarding passes to submit along with the airfare invoices.

## Joint group meetings

*For:* Current programme members (YIP/IG) can ask for funds to support a joint lab meeting with any research group. The support is not restricted to collaborations with programme members groups. Max allowance is 1000 EUR per group with a total of max 3000 EUR available for each joint group meeting. This can be spent to accommodate more than 3 groups if needed. To be eligible for this support at least one current programme member group should be involved in this activity.

**Example 1:** if three groups are participating in the joint meeting: 1 current YIP/IG, 1 former YIP/IG and 1 non-YIP/IG group, each group can apply for up to 1000 EUR to cover their expenses (travel, accommodation, catering) with a max of 3000 EUR allowance for this activity.

**Example 2:** if four groups are participating in the joint meeting: 1 current YIP/IG, 2 former YIP/IG and 1 non-YIP/IG group, one can apply for up to 3000 EUR to cover expenses (travel, accommodation, catering) of these 4 groups.

**Example 3:** if two groups are participating in the joint meeting: 1 current YIP/IG and 1 non-YIP/IG group, each group can apply for up to 1000 EUR to cover their expenses (travel, accommodation, catering) with a max of 2000 EUR allowance for this activity.

## Funding limits and eligible costs

Max. amount:	1000 EUR per group   max of 3000 EUR per joint meeting.
Eligible expenses:	Venue, accommodation, travel, catering.
Inviting non-YIP/IG groups:	In case you would like to invite a non-YIP/IG group to participate in your meeting, please take care of all the costs, as we won't be able to do payments to the third parties (non-YIP/IGs in this case). We will reimburse you for the expenses for the non-YIP/IG group.

## Application procedure

Apply in advance:	Please use the Networking Application and Report Form from page 38: include a number of group members, details of any non-YIP/IG groups involved, and a breakdown of expected costs.
Reimbursement:	Please send a short report including a breakdown of costs and participant list by updating the Networking Application and Report Form from page 38, enclosing relevant invoices.* If one YIP covered all costs, only one form is needed.** If each group covered different costs, each group should submit a separate claim, with relevant receipts. The total claimed may exceed the total budget, and only the agreed amount will be reimbursed.

\*Please note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can be scanned in and sent by email along with travel-related receipts. Please always keep your boarding passes to submit along with the airfare invoices.

\*\* Please mind that we cannot make payments to non-YIP/IG groups. We would kindly ask a YI/IG to cover the costs of the non-YIP/IG group and receive a reimbursement from us.

## SUPPORT OF OTHER PAN-EUROPEAN NETWORKS OF JUNIOR PIS

EMBO YIP can support other European networks of young group leaders that need financial support and involve at least one current EMBO Young Investigator or Installation Grantee. So far, we are supporting JEDI (Junior European *Drosophila* Investigators <http://www.fly-jedi.org> and GENIE (Group of *C. elegans* New Investigators in Europe <http://www.worm-genie.com/>). Funding is provided and used for annual meetings, website support etc.

### *Application procedure*

If you are a member of a similar network that needs support, please contact the YIN office to discuss how we can help.

A Networking Application and Report Form from page 38 should be used to request payment of any funding agreed upon.

A report on the use of the funds is required.

## Support for your lab

### Funds to support a lab retreat

For: **Current programme members** who want to organise a lab retreat. This support can be requested **once** during the membership in the programme.

#### Funding limits and eligible costs

Max. amount:	Up to 200 EUR per participating lab member
Eligible expenses:	Travel/accommodation/catering/venue/team building activities/training.

In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.

#### Application procedure

Apply in advance:	The programme member organising the retreat should submit Networking Application and Report Form from page 38. Please include a number of group members and a breakdown of expected costs.
Submit final report and receipts:	Please send a short report including <b>breakdown of costs</b> and participant list using Networking Application and Report Form from page 38, enclosing all relevant invoices.*

\*Please note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can be scanned in and sent by email along with travel-related receipts. Please always keep your boarding passes to submit along with the airfare invoices.

### Lab member visiting fellowships

For:

- Current IGs/YIPs or their lab members can attend another (YIP or non-YIP) labs to carry out experiments/learn a technique;
- Can also be used for visits to EMBL core facilities (see above).

#### Funding limits and eligible costs

Max. amount:	EMBC: 1500 EUR per trip Associated Member States or from the labs there to EMBC: 2200 EUR per trip
Can be used for:	Reasonable travel and accommodation costs.
Not covered	Subsistence and bench fees

In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.

### Application procedure

Apply in advance:	Please use the Networking Application and Report Form from page 38 with a breakdown of expected costs, including travel and accommodation. The form shall be signed by YI/IG whose lab member is going to use the funds.
Advance payment:	Please contact the YIN office if you would like to have an advanced payment to cover higher airfare for the intercontinental flights. Please be ready to provide a flight estimate from the travel agency, and booking site to support advance payment. If you require an advance payment remember to provide bank details and to date/sign the form.
Final report and receipts	Please send a short report including a breakdown of costs by updating Networking Application and Report Form from page 38, enclosing all relevant invoices.*

\*Please note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can be scanned in and sent by email along with travel-related receipts. Please always keep your boarding passes to submit along with the airfare invoices.

## INTERVIEW SUPPORT

EMBO will cover interview costs (for a postdoc or PhD) as follows: for a max of 2 candidates from the EU (500 EUR each), or for 1 candidate from overseas (1000 EUR max). This amount is the total available for you during your programme tenure. Please apply in advance (2-3 weeks before the interview) using an updated Networking Application and Report Form. No advance payment is possible for this activity. We kindly ask you to take care of the interview-associated costs first and then we will reimburse you, or your institute.

Please mind that no subsistence can be covered for this type of activity. In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.

## ACCESS TO OTHER TECHNOLOGIES

### Access to core facilities at EMBL

EMBL has granted access to its core facilities at the same rates as the EMBL group leaders for current Installation Grantees and EMBO Young Investigators during active membership in the programme. Some restrictions may apply due to internal policies.

EMBL core facilities exist for Advanced Light Microscopy, Genomics, Proteomics, Protein Expression and Purification, Electron Microscopy, Flow Cytometry, and Chemical Biology.

### Application procedure

If you are interested in any of the services, please contact the EMBL core facility leaders directly mentioning your status as a current EMBO Young Investigator/Installation Grantee. Further details about the facilities (including contact details) can be found here [www.embl.de/services/core\\_facilities](http://www.embl.de/services/core_facilities)



## ADVERTISING OF VACANCIES IN YOUR LABORATORY

Programme members (current and former) are invited to submit PhD or postdoc positions available in their laboratories for the online listing of vacancies in YIPs/IGs/GINs labs.

The list is also highlighted in the programme's Twitter feed (details on page 26) and positions relevant to EMBO Fellows are posted on the Fellows' Facebook page.

### *Submission procedure*

Please use: [https://www.surveymonkey.com/r/YIP\\_AnnouncementForm](https://www.surveymonkey.com/r/YIP_AnnouncementForm) to submit vacancies in your lab.

Submitted announcements are downloaded every 1-2 weeks and added manually to the online listing. Hence, please mind that your announcement does not appear immediately on our website after your submission. The latest vacancies are also sent in an email to the YIP/IG and FellowsNet mailing lists.

Other short announcements e.g. about conferences you are organising, or faculty position in your institute can also be submitted via the YIPAnnouncementForm, and will be included in the email to the YIPs and (where relevant) FellowsNet mailing list/YIP Twitter feed.

If you are looking for PhD students, you may also be interested to know that EMBL offers all PIs access to the list of unsuccessful applicants to the EMBL PhD programme. Please see the following link to register/for further details:

[http://www.embl.de/training/eipp/application/applicant\\_pool/index.html](http://www.embl.de/training/eipp/application/applicant_pool/index.html)

## MANUSCRIPT EDITING SERVICES and GRANT WRITING SUPPORT

EMBO YIN offers to cover manuscript editing services (up to 1000 EUR) for papers published by current programme members.

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

Charges need to be covered up front by the authors and will then be reimbursed by EMBO. To claim the reimbursement please submit to the EMBO YIN office the filled out Networking Application and Report Form from page 38 and a paid receipt.

As of 2021, this benefit can be used to cover charges associated with grant writing support.

## PUBLICATION FEES FOR EMBO PRESS JOURNALS

EMBO YIP offers to cover publication charges (excluding VAT) for papers published by EMBO YIPs and IGs in EMBO Press journals (including Open Access).

*For:* Current IGs/YIPs publishing in one of the EMBO Press journals.

A prerequisite is that an active member is one of the authors on the paper.

Charges need to be covered up front by the authors and will then be reimbursed by EMBO YIP.

### *Application procedure*

Please use the Networking Application and Report Form from page 38 and paid receipt from EMBO Press to claim the reimbursement.

## CAREER DEVELOPMENT FOR YOUR LAB MEMBERS

### Meeting participation grants

*For:* Current YIPs, IGs, or their group members attending scientific conferences or courses. *Eligible are:* Any meetings, workshops and conferences, including EMBO Conferences and Workshops.

#### Funding limits and eligible costs

Annual max:	2500 EUR per YIP or IG* lab per year*. We highly recommend not using it on one trip.
Can be used for:	Registration, travel and accommodation for the participant.
Not covered:	Meals, poster printing.
Payment mechanism:	As travel reimbursement on receipt of the final report, receipts and boarding passes.

**\*Installation Grantees** who are invited as speakers at international meetings can apply for meeting participation grants in addition to their labs' 1000 EUR/year limit. These are subject to a stricter vetting similar to YIP lectures. In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.

#### Application procedure

Apply in advance:	Please use the Networking Application and Report Form from page 38. Please include the name of the person attending the conference in the "list of other participants". If a lab member is going to use the travel grant, the form shall be anyways signed by YIP/IG.
Final report & receipts submission	Please send a short report including the breakdown of costs by updating Networking Application and Report Form from page 38, enclosing all relevant invoices.***
	If part of the travel was covered by your institution (usually accommodation and airfare) and part from your personal account (local transportation, registration fees), it is possible to reimburse to two different accounts. Please fill out two Networking Application and Report Forms providing each account's details on the second page.
	Please don't forget to provide bank details and to date/sign the form.

\*\*\*Please note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can be scanned in and sent by email along with travel-related receipts. Please always keep your boarding passes to submit along with the airfare invoices.

### Annual PhD course

A committee of 8 programme members and the YIN office annually organise a week-long course for PhD students in YIP/IG/GINs labs. The programme includes scientific lectures, workshops, soft-skill courses, student research presentations, poster sessions, grant writing and paper review exercises.

*Aim:* to give students in YIP labs an opportunity to broaden their horizons and learn skills essential to their scientific careers.

*For:* 36 students from Young Investigator and Installation Grantee labs. Students in 2nd or higher years and in current YIP/IG labs are given priority, however, all can apply.

#### Application procedure

An annual call for participant applications is announced by email and/or included in the YIP eNewsletter (normally shortly after the annual YIP meeting). Students apply via an online form – only one application per lab.

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

Covered:	Local course costs including accommodation and meals during the course for students and teachers Speaker/organiser travel (reimbursement via travel expense form).
Not covered	Travel for students (the host laboratory is expected to cover this).

### **Nominate your student to attend the Annual Nobel Laureate meeting**

EMBO can nominate PhD students to attend the Lindau Nobel Laureate meeting.

### **Application procedure**

The programme office calls for applications from students in Young Investigator and Installation Grant labs and selects the strongest applicants for nomination. An email request for applications is sent annually by email, normally in October/November.

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

Covered:	Registration fees and accommodation (normally 1250 EUR).*
Not covered:	Travel costs (the host laboratory is expected to cover this).

\*Reimbursement of the funds will be done by direct invoice from the Lindau Organising Committee, there is no need in submitting an extra form.

## **IN-LAB FACILITATION OF CREATIVE PROBLEM SOLVING**

**For: All programme members**

**Aim:** To help YIPs/IGs discover novel strategies to tackle a scientific question and to define re-search direction through facilitation with the Creative Problem Solving (CPS) method.

**Format:** A professional creativity facilitator consults with the PI in advance to design a workshop to discern a specific question of interest to the group. The workshop would normally involve up to 12 people (normally the PI, 9-10 group members and 1-2 external people picked by the PI) plus the facilitator, and takes 2 days. This can take place at your institute or elsewhere. Depending on the wish of the PI, the workshop can focus more on training (applying creative techniques) or may emphasise solving a specific question.

**Expected outcome:** Several novel approaches, were evaluated and prioritised, to address the designated challenge. Heightened awareness of the climate that supports creative team science. Exposure to a process and tools that help to solve problems more creatively.

As of now the certificate of attendance are also available for all the participants.

**Note:** You can also use your allowance for the lab retreat (200 EUR per person) to cover the expenses of your lab members if the facilitation takes place during the lab retreat.

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

Covered:	Fee for 2-day facilitation workshop with up to 12 participants (worth 6000 EUR + VAT).
Not covered (the YI/IG lab is asked to cover these costs):	Travel/accommodation costs for the facilitator.
	Local costs e.g. catering, room hire or overnight accommodation. Costs of an additional trainer (required if larger group).

### Application procedure

To request a workshop:	Please use the Networking Application and Report Form from page 38. Please include the name of the person attending the conference in the “list of other participants”. Please complete part A of the form, including: - a few lines about the question you would like to address and expectations from the workshop in the description; - details of who will participate (in the list of other participants); - approx. date when you would like the training to take place.
The EMBO YIN office will send the details to the facilitators	and trainers will get in touch with you directly to discuss, define, and plan the workshop in more detail.
After facilitation takes place:	the EMBO YIN office pays the trainer invoice directly and YI/IG lab covers any additional costs e.g. trainer accommodation/travel.

## VOCATIONAL TRAINING

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

Please always first wait for written approval from the EMBO YIN office before purchasing any course content. We do not guarantee reimbursement without prior approval of the cost. Along with the final report following the completion of the training, please also include a certificate of completion. Funding for online training will be supported for up to 2000 EUR per year. Please note that the VATs are not covered. Please mind that we cannot pay the company or the trainer directly.

**For:** **Current** programme members

**Aim:** To help programme members and their teams with professional and personal development through the workshops and online training programmes of their choice.

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

### Funding limits and eligible costs

Covered:	Course fees up to 2000 EUR (excl. VAT) per year.
Not covered:	Travel/accommodation costs for the coach, if an in-person session is requested. Travel/accommodation for the participant to attend the course (if taking place in-person).

### Application procedure

Request coaching:	Please use the Networking Application and Report Form from page 38. Please complete part A of the form, including: - a few lines about the question you would like to address and expectations from the course in the description; - date of the training/coaching session; - if this involves your whole team – please list all the participants; - if this involves one lab member – please provide his/her name.
After the course:	Please submit the course invoice, updated Networking Application and Report Form and the certificate of completion to the YIN office to claim your fee reimbursement. Participants are expected to cover any additional costs e.g. accommodation/travel of the trainer/participant him/herself (if applicable).

## **Solution-focused training**

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

*Aim:* To help programme members and their teams with professional and personal development using personalised coaching.

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

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

It is:

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

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

To apply for this support, please send us a standard Networking Application and Report Form from page 38.

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

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

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

*Aim:* These sessions will provide opportunities to:

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

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

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

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

*Cost covered:* This training is included in the new YIP benefit – vocational training. The price of participation in one complete series (450 EUR per person) will be deducted from your annual allowance of 1500 EUR. To apply for this support, please send us a standard Networking Application and Report Form from page 38. Numerous training course options for PhDs and Postdocs can be found on the EMBO Solutions website.

## BRIDGING FUNDS

### *For: current programme members*

EMBO YIP Bridging Funds were introduced in 2019. These funds aim to support staff members of the YIP/IG labs in critical transition periods, i.e. when funding runs out but projects are not yet completed. We offer a stipend of a maximum of 5000 EUR for PhD and postdocs. In exceptional cases, we will support Master's students (with a max of 2500 EUR). We have only a limited number of these grants available per year. No taxes and no overheads can be paid from this grant. Any extra overheads should be covered by your home institution. At the end of the granting period, a short financial report will be requested.

### *Application procedure*

The form can be downloaded from here: <https://oc.embl.de/index.php/s/HHDzNYTxy7P7Bud>

The financial report should be provided at the end of the grant by filling out and signing this form: <https://oc.embl.de/index.php/s/fW4b9J7Vhy0qqfg>

A brief scientific report from the grant recipient (free form, 1/2 – 1 page) should be sent to the EMBO YIN office after the granting period.

# Getting you and your science noticed

## AT CONFERENCES

### Young Investigator Lecture Grants

*For:* Current EMBO Young Investigators who are invited as speakers to international conferences.

With the aim to:

- promotes the visibility of EMBO Young Investigators
- encourages organisers of international meetings to invite YIPs as speakers.

We are not able to suggest specific YIPs as speakers to conference organisers, but can send a standard email introducing the programme and lecture grant schemes with a list of eligible YIPs to the Gordon, Keystone and FASEB offices. Information about YIP lecture grants is also included in the “information for organisers” for EMBO Courses and Workshops.

If you have been invited as a speaker to a conference and want this to be considered for a YIP lecture, we would be happy to contact the organisers to offer support. Please email [yip@embo.org](mailto:yip@embo.org).

More information, including conditions of Young Investigator Lecture Grants, can be found here:

<https://www.embo.org/funding/lecture-travel-and-childcare-grants/embo-young-investigator-lectures/>

Installation Grantees are not eligible, but can instead apply for additional meeting participation grants, outside the normal lab limits when invited as a speaker at an international conference – see page 18.

### Funding limits and eligible costs

Covered:	EMBC travel and accommodation up to 800 EUR (intra-continental) or 1200 EUR (inter-continental) per trip; Associated Member States up to 1200 EUR per trip.
Please always refer to:	Travel Guidelines (see page 33).
Limited to:	3-4 YIP lectures per YIP per year and 2-3 lectures per conference.
Not covered:	Costs towards the general meeting organisation. meals

### Application procedure

Application:	The <b>conference organiser</b> should submit a Lecture Grant Application form from page 37.
Approval:	Applications are sent for approval by the YIP committee chair; approval is received (waiting time up to 2 weeks).
Payment procedure:	The EMBO Young Investigator giving the lecture is asked to pay for her/his travel and hotel expenses and subsequently claim the reimbursement with the YIN office.
The lecture takes place:	Please remember to acknowledge the support.
Reimbursement:	Please submit a YIP Lecture claim form* (see page 37) + receipts, invoices and boarding passes.

\*Travel claim form is provided in the approval email and can also be downloaded from <https://oc.embl.de/index.php/s/TjmravLZLyhcYko>.

In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.



## Young Investigator Seminar

*For:* Current EMBO Young Investigators (not IGs) who are invited as speakers to give a talk and who is invited to give a talk/seminar/workshop at an institute. Please note that if you are invited by another current YIP/IG to give a seminar at their institute, you may apply for Institute visit funds (page 12).

This support requires an application, the host has to apply to the YIN office using a specific form, after the YIP has agreed to come and give a seminar. If you have been invited as a speaker to give a talk and want this to be considered for a YIP Seminar, please let the host know so that they can apply for this support.

Please email [yip@embl.org](mailto:yip@embl.org).

The YIP Seminar Application form can be found here: <https://oc.embl.de/index.php/s/3ajRytktcQqF4wj>

### *Funding limits and eligible costs*

Covered:	EMBC travel and accommodation up to 500 EUR (intra-continental) or 1200 EUR (inter-continental) per trip; Associated Member States up to 1200 EUR per trip.
Please always refer to:	Travel Guidelines (see page 33).
Limited to:	3-4 YIP Seminars per YIP per year.
Not covered:	Meals and stipend for the speaker.

### *Application procedure*

Application:	the <b>conference organiser</b> should submit a YIP Seminar Application form
Approval:	Applications are sent for approval by YIN Programme Head; approval is received (waiting time up to 2 weeks).
Payment procedure:	The EMBO Young Investigator giving the seminar is asked to pay for her/his travel and hotel expenses and subsequently claim the reimbursement with the YIN office.
The seminar takes place:	Please remember to acknowledge the support.
Reimbursement:	Please submit a standard travel claim form*, receipts, invoices and boarding passes.

The travel claim form is provided in the approval email and can also be downloaded from <https://oc.embl.de/index.php/s/wZiH3vmU8biUzii>

## Conference/meeting support for YIPs/IGs organising meetings

*For:* current programme members who are on the organising committee of a scientific meeting or conference.

### *Funding limits and eligible costs*

Max. amount:	Standard allowance: up to 3000 EUR. If part of the meeting specifically addresses PhD students and postdocs*: up to 5000 EUR (please read below what activity qualifies).
Can be used for:	Venue, accommodation, travel, catering, speakers' dinner, etc.
Not covered:	Secretarial costs, overheads.
Payment:	Standard reimbursement procedure after receipt of final report and receipts.
Final report:	Always submit a final report about the meeting.

\*This might be a workshop for the students and young postdocs only (1 day or 1/2 day long) on a topic selected by the organisers: soft-skill workshop, scientific training, special lecture, etc. Extra funds are provided to support extra expenses associated with activity logistics (venue, catering) and possible trainer fees. **If your conference offers only selected talks, travel grants and poster sessions for the PhD students, it does not qualify for the extra support.**



Conferences and meetings now also qualify for the full support (5000 EUR), if organisers are able to demonstrate how these extra funds will be used to contribute to a “greener” version of the meeting: veggie food, decreased CO2 foot-print by supporting speakers/participants to use the train, etc. Please specify how you would use the extra funds (i.e. 2000 EUR) to support a greener version of your meeting. Please also see the EMBO webpage on sustainable conferencing: <https://www.embo.org/conferences-training/sustainable-conferencing/>.

### Application procedure

#### Apply in advance:

Please use the Networking Application and Report Form from page 38.

In your application please include details of the meeting:

- the meeting format (incl. if there will be open registration);
- expected number of participants;
- URL of meeting website (if one exists);
- list of confirmed/invited speakers (if not available online);
- list of your co-organisers (in the list of other participants).

### EMBO Young Scientists’ Forum (EYSF)

The EMBO Young Scientists’ Forum takes place once a year in a member state participating in the EMBO Installation Grant scheme and is organised by local Installation Grantees. The aim of the meeting is, on the one hand, to raise the profile of the EMBO Installation Grantees in that country, and, on the other hand, to offer young researchers the opportunity to attend a high-level scientific conference at no registration cost. EMBO Installation Grantees and Young Investigators are normally speakers at this meeting.

#### Procedure

**Local costs:** EYSF organisers should contact the YIN office for guidelines, budget etc.

**Reporting:** Organisers should normally submit a Networking Application and Report Form with programme and participant statistics as a final report.

**Travel costs for speakers:** Depending on the agreement with the organiser for each individual meeting, this may be paid directly by EMBO or by the local organisers.

Please contact [yip@embo.org](mailto:yip@embo.org) if you were a speaker and do not know how to claim reimbursement.

See also: Meeting participation grants, page 18.

### EMBO eTalks

Starting in 2021 the EMBO YIN office aims to host an eTalk at 14:00 CET (CEST) on the first Wednesday of each month.

Hosted by: EMBO YIN office.

Chaired/moderated by: Current or former programme members.

Open to: Attendance will be open to the public (link will be shared on the EMBO website, EMBO Twitter pages, on the Fellowship office’s Facebook account, etc.)

Topic: The seminar should be on a science-related topic.

Format: The format is 30-40 minutes talk, 20-30 minutes Q&A.

Location: The eTalk will be held via Zoom Webinar and (if the speaker agrees) streamed on the EMBO YouTube channel and/or the EMBO website.

**List of all eTalks in 2021 and 2022** can be found on our EMBO YouTube channel:

<https://www.youtube.com/c/EMBOcomm>.

#### Sign up:

Please use this survey (<https://forms.office.com/r/BQ40XqtAFh>) to comment on the idea and to let us know if you are interested in moderating/organising an eTalk, and/or if you would like to be a speaker in one of them. After submitting the form, you will be contacted by the EMBO YIN office to discuss further details.

## ONLINE

### Online Databases

The EMBO website features a searchable database of all current and former programme members: <https://yip-search.embo.org/#/>

A searchable database for the EMBO Members can be found at <https://people.embo.org/>

### Twitter

The programme has its own Twitter feed, @EMBOYIP, that aims to highlight programme member news, including awards, new papers and available positions.

**Job vacancies** in YIP labs are listed on the EMBO website; this list (and some individual vacancies) are highlighted regularly on the @EMBOYIP Twitter feed. Please see page 17 for details of how to submit vacancies to this list.

For awards, new papers/other news: please send an email to [yip@embo.org](mailto:yip@embo.org) with any news you would like to be highlighted (this may also be included later in EMBO's newsletter, EMBOencounters).

### List of awards won by YIPs

Do let us know of any awards you have won: we would like to highlight your achievements on Twitter, on our webpage and in EMBO's newsletter (EMBOencounters). We cannot do this unless we hear about them.

## at EMBO

### EMBO Directory

The EMBO Directory (EMBO Membership and Young Investigator list) is compiled and distributed annually. It includes details of all current and former Young Investigators. You will be contacted during the spring of your first year as a Young Investigator for a short biosketch, and then periodically to check your details are up to date.

### Invitations to EMBO events

YIPs and IGs are invited to participate in the annual EMBO Members' Meeting.

### *Funding limits and eligible costs*

Covered:	Reasonable travel costs Accommodation (arranged by EMBO following registration)
See also:	Travel Guidelines (see page 33)

### *Application procedure*

Register for the meeting:	Accommodation will be taken care of by the conference organiser at EMBO.
After the meeting:	Please send the General travel form (see page 37) along with original receipts, including boarding passes for reimbursement of your travel costs.

## Support for you: career development and monetary award

### CAREER DEVELOPMENT FOR YOU

#### EMBO Solutions

EMBO Solutions addresses issues of team development, effective communication (e.g. giving feedback), delegation, leadership, conflict management, time management and staff recruitment. Course fees are waived for programme members. Courses are offered throughout the year but often fill up quickly so please book early. More details can be found at <http://lab-management.embo.org>

#### *Funding limits and eligible costs*

Covered:	Residential registration fees;
Not covered	Travel and additional meals.

#### *Application procedure*

Apply online, indicating that you are a programme member and the course fee will be automatically waived.

In case you would like to send your lab member to this course, please make use of the vocational training benefit available for you to cover the cost.

#### Mentorship by an EMBO Member

Programme members can choose an EMBO Member as their mentor. EMBO provides funds for an annual visit.

#### *Funding limits and eligible costs*

Covered:	Travel and accommodation of mentor/mentee. EMBC: up to 800 EUR per trip. Associate Member States: up to 1000 EUR per trip.
Not covered	Meals.
Also refer to:	Travel Guidelines on page 33.

#### *Application procedure*

To start a mentor interaction:	Please send suggestions for a mentor to <a href="mailto:yip@embo.org">yip@embo.org</a> . We will make first contact with the person of your choice.
Reimbursement for a mentor visit:	Send a General travel form (see page 37) along with the original receipts and boarding passes after the visit. <b>No advanced application</b> for funds is required.

Please see: <https://www.epigeum.com/>

#### *Funding limits and eligible costs*

Covered:	Course fee waiver for you and, subject to availability, your lab members.
----------	---

#### *Procedure*

Please contact the YIN office by email ([yip@embo.org](mailto:yip@embo.org)) for a log-in token.

## Childcare support

EMBO is committed to gender balance and equal opportunity. Recognising that taking care of children adds financial and time obligations to parents, EMBO provides additional support for scientists with families. Eligible costs include fees for a baby-sitter or child-care facility, travel costs for a relative or friend who can take care of the child, or travel costs for taking the child to the meeting etc.

As of 2018 **former members** also can apply for this support.

### *Funding limits and eligible costs*

Max. amount:	Up to 500 EUR (both EMBC and Associate Member States)
Can be used for:	To cover a babysitter or childcare facility, To fly in a relative who can take care of the child, To take the child with you to the conference etc. Please describe in your application form how you plan to use these funds.
Not covered:	Meals.

### *Procedure*

Apply in advance:	Please use the Networking Application and Report Form from page 38.
Payment mechanism	Reimbursement after submission of the final report, original receipts and boarding pass (if travel was included).  If the caregiver cannot provide you with a receipt, please feel out the following timesheet <a href="https://oc.embl.de/index.php/s/JxfM4HI19LGxQU3">https://oc.embl.de/index.php/s/JxfM4HI19LGxQU3</a> and provide the bank account transaction confirmation.

## **MONETARY AWARD/GRANT**

### **Young Investigator Award**

EMBO Young Investigators receive a 15,000 EUR award paid to their laboratories during their second year in the programme.

Full terms and conditions for the award are included in the welcome letter to Young Investigators. Briefly, the award can be spent at the Young Investigator's discretion for scientific purposes and does not have to be spent within the membership period. No overheads can be taken and it cannot be used to supplement the YI's salary. Equipment bought with a small grant remains the property of the programme member, not the host institute. YIPs will be contacted towards the end of their first year and asked to provide account details for the transfer. No financial reporting is required.

### **Installation Grant funding**

EMBO Installation Grantees receive 50,000 EUR annually. The award is initially made for three years. Funds for the award come largely from the hosting EMBC Member State. Countries are invoiced each December and once the requested funds are received by EMBO, individual payments are made to the Grantees (generally in March/April).

Terms and conditions for the award are included in the contract between the host institute, Installation Grantee and EMBO. Briefly, the installation grant has to be taken up within the calendar year after selection. A maximum of 10% of the award will be allowed for overheads. A maximum of 20% can be used towards the salary of the successful applicant. The grant can be spent at the discretion of the grantee in support of the laboratory's research efforts. Equipment bought with a small grant remains the property of the programme member, not the host institute. The grant does not have to be spent within the calendar year but can be forwarded to future years within the granting period. Installation Grantees have to submit a short scientific report and a financial report to EMBO at the end of each calendar year. The programme office contacts grantees in December each year with the relevant forms.

Installation grants can be extended from three to five years, subject to a review in the third year.

Reports are submitted by the IG and their host institute and reviewed by the EMBO Young Investigator Committee, which makes a recommendation to the Installation Grant Board (made up of the EMBC delegates from states participating in the Installation Grant scheme). Extensions are confirmed after the Installation Grant Board meeting (normally end of November each year). Grantees are contacted in the spring of their third year with details of the procedure.

### **Small Grants**

An annual call is made for small grants for current EMBO Young Investigators and Installation Grantees who need additional funds (up to 10,000 EUR). The call is normally in December and is announced in the November or December eNewsletter sent by the YIN office. A committee made up of the Young Investigator Committee Chair, Programme Manager and EMBO Director decide upon the distribution of funds.

No overheads can be taken from small grants and no reporting is required. Equipment bought with a small grant remains the property of the programme member, not the host institute.

## **OTHER USEFUL INFORMATION**

### **Access to EMBO Press Journals**

Online access to The EMBO Journal and other EMBO Press journals is available for those whose institutions do not have a subscription: please contact the YIN office for a username and password.

### **Contacting other programme members**

The YIP mailing list can be used to circulate short announcements amongst current and former programme members (e.g. invitations to meetings you are organising).

To submit your announcements for the next email to the mailing list please use:

[https://www.surveymonkey.com/r/YIP\\_AnnouncementForm](https://www.surveymonkey.com/r/YIP_AnnouncementForm)

For other relevant requests e.g. requests for help on a particular topic, we are happy to forward messages to the mailing list or to a subset of programme members.

### **Contacting EMBO**

The YIN office can be contacted via email at [yip@embo.org](mailto:yip@embo.org).

The programme tries to be responsive to the needs of its members; feedback and ideas for how the programme can help its members are always welcomed. Indeed, many of the current benefits are a result of suggestions made by current and former Young Investigators.

### **Finding up-to-date information about YIN benefits**

The EMBO YIN office also keeps in contact with programme members via an eNewsletter, updating members on upcoming events and deadlines, opportunities within the programme and news on other programme members. If you have any news you would like to be included, please send the office an email.

See also page 37 for examples of the most commonly needed forms, and what they should be used for.

## Programme FAQs

**What benefits are available to former programme members?** Former programme members (YIPs or IGs) can participate in the network by attending programme meetings (both the annual meeting, sectoral meetings and YIN retreat), and through networking with current programme members: funding is provided for all programme members involved in the networking interaction as long as one person involved is a current programme member. Former members are also eligible for coverage of YIP training activities, such as EMBO Research Leadership Courses and CPS in lab facilitation. See Table 1 below for a summary.

Please keep the EMBO YIN office (yip@embo.org) updated with your moves: let us know your new affiliation and email address. We would also like to hear about the awards that you have received. Please note that travel costs will not be covered for former members who have moved to a country that is not an EMBC Member State, EMBC Associate Member State or cooperating partner country of EMBO. A list of member states and cooperation agreements is available at:

<http://embc.embo.org/index.php/about-embc/embc-member-states>

**What benefits are available to EMBL group leaders?** EMBL group leaders can participate in networking with current YIPs e.g. by attending programme meetings and through institute visits and joint lab meetings with current YIPs. See the table below for a summary.

**Table 1: Eligibility of current YIPs and former YIPs for YIP benefits**

Benefit	Current	Former	See page
<b>Networking</b>			
Programme meetings: travel and attendance	✓	✓	9
Institute visits and joint group meetings	✓	✓*	12 & 13
<b>Support for your lab</b>			
Access to EMBL Core Facilities	✓		15
Lab member visiting fellowships	✓		15
Meeting participation grants	✓		18
Interview support	✓		16
Student nomination for a YIP PhD course	✓	✓	18
Creative Problem Solving facilitation	✓	✓	19
Bridging funds	✓		22
<b>Getting you and your science noticed</b>			
Advertisement of vacancies in your laboratory	✓	✓	17
Lecture grants	only YIPs		23
YIP Seminar	only YIPs		24
Conference/meeting support	✓		24
<b>Support for you</b>			
Vocational training	✓	✓**	20
EMBO Lab Leadership Courses	✓	✓	27
EMBO Member Mentor	✓		27
Childcare support	✓	✓	28
Small Grants	✓		29

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

\*\* = only in 2020

**Q: My lab needs support for something that is not covered by a current benefit of the programme. Can this be covered?** Please send details to [yip@embo.org](mailto:yip@embo.org). If it is broadly similar to one of our current benefits, we may find a way to use networking funds. Alternatively, if it is an idea that fits the programme's aims and would benefit programme members more generally, we can look into the feasibility of adding this as a new benefit. Most of the benefits of the programme started as a result of requests from YIPs.

**Q: I/my lab member need to apply for a visa to participate in a YIP-funded activity. Can you provide a supporting letter for the visa application?** Yes. Simply send the request including details of the activity, and name as it appears in the passport and passport nationality to [yip@embo.org](mailto:yip@embo.org).

**Q: I/my lab member plans to apply to attend an EMBO Conference / Workshop / Practical course. Will my application to attend/our abstract get priority since I am an EMBO YIP?** Participants are selected by the scientific selection committee. No priority is given to members of EMBO communities.

**Q: I have submitted a reimbursement request. When will it be paid?** Processing times vary between 2 days and 4 weeks depending on:

1. when you submit the claim: EMBO has two payment runs per month: generally on the 10th and 25th of the month (or the closest working day: e.g. if the claim arrives on the 10th of June, the earliest it can be paid is the 25th of June).
2. whether your claim is straightforward and requires no additional information (e.g. correction of bank account details, adding signatures and dates etc).
3. the workload and holiday status of the programme officer and finance officer.

Should you not receive a payment within 1 month of submitting your claim, please let us know and we will look into this.

**Q: I am about to move my lab, how do I update my details?** Please send an email to [yip@embo.org](mailto:yip@embo.org) with the new details.

Please note that if you are current:

- Installation Grantee
  - moving to another country will forfeit your grant.
  - and you are moving to another institute within the same country, you will have to apply for approval for your grant to be transferred, since the offer made by the institute is taken into account during selection. The YIN office will let you know what is required.
- Young Investigator
  - moving within the EMBC will not affect your membership.
  - moving outside the EMBC your membership will be forfeited and you will become a former programme member.

**Q: How do you define intra-/intercontinental?** In intra-continental interactions, we include travel between the wider European area (including Israel and Turkey) or e.g. between Singapore and Taiwan. Inter-continental interactions include travel from the wider European area to other countries.



# EMBO YIN Travel Guidelines

---

For eligible travel costs, please adhere to the following guidelines:

**Always apply in advance (at least 2 weeks!) for all your travels and networking activities.**

However, applying to attend a Sectoral meeting is not necessary.

- When taking the train, EMBO will refund 2nd class tickets.
- For air travel, we will only refund an economy/economy light fare (APEX tickets). We will not refund business class tickets. Please ALWAYS submit your boarding passes. Screenshots of mobile boarding passes are acceptable.
- If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail ticket. Please provide a written estimate. This estimate can be issued by a travel agency or the rail company or be a printout of the cost estimate from the rail/airfare website.
- For local transport, public transport should be used where possible.
- Expensive airport transfers or expensive taxi fares may not be reimbursed.
- Please note that we generally do not cover subsistence during travels.
- Travel costs for attending sectoral meetings are reimbursed up to a limit of 300 euro for YIPs and IGs (no additional support for lab members).

## **For reimbursement please:**

- Complete one of the following forms:
  - **YIP Lecture travel form** for reimbursement of YIP lectures:  
<https://oc.embl.de/index.php/s/TjmravLZLyhcYko>
  - **YIP Travel form** for travel to sectoral meetings, Annual meetings, YIP Retreat, or mentor visits: <https://oc.embl.de/index.php/s/FnpEmt3wquB0IGI>
  - **For other expenses please use the Networking Application and Report Form** to claim networking expenses for all the other benefits:  
<https://oc.embl.de/index.php/s/9FVj4VRb1V5tnCJ>
- Please mind that we can only reimburse EMBO programme members (YIPs, IGs, GINs, their lab members, and institutions).
- We won't be able to reimburse directly to invited speakers, guests, and collaborators.
- Please carefully review your bank account information to avoid delays in payments: please always provide IBAN (or ROUTING No) and SWIFT code!
- ALWAYS date and sign all your forms!
- Attach original tickets, invoice/receipts and boarding passes for each expense listed on the claim form, and send the whole package per email to: [yip@embo.org](mailto:yip@embo.org)

Please always carefully check that all receipts are enclosed and listed properly. Emailing back and forth asking for clarification, confirmation, missing documents takes time and will delay the reimbursement.

If your institute/university has paid for part of your travel, it is possible to split the reimbursement. For example, if your or host institute covered hotel/travel and you have paid for taxi or other local transport. Please fill out a separate Travel Expense Claim form for each case, always providing your name and signature on the form, but different bank accounts (your private and that of your institution).

Reimbursement claims must be received by EMBO within the same calendar year (i.e., by 31st of December) or, for networking interactions that occur in December, by the 20th of January.

Should you have any questions, please contact us before making any final arrangements:  
[yip@embo.org](mailto:yip@embo.org)

# Travel Guidelines for Young Investigators in EMBC Associate Member States

---

As of 2017 the following limits for the travel costs reimbursement were introduced for the programmemembers residing in the EMBC Associate Member States: India, Taiwan, Singapore and Chile.

Activity/Benefit	Limit per trip (in EUR)
Institute visit/seminar, joint group meeting, etc	1000
Lab member visit	2200
Meeting participation grant	1200 (2x per year)
Sectoral meeting participation	1000
Annual YIP meeting/ YIP Retreat	in full
YIP Lecture	1200 (3 – 4x per year)
YIP Seminar	1200 (3 – 4x per year)

Please note the following:

\* Institute visits/seminars, as well as costs for joint group meetings, will be covered only if this activity takes place in EMBC or EMBC Associate Member States.

\*\* These grants can be used to cover conference/workshop/course attendance for you or your staff. The upper limit per YIP per year (2 trips) is 2400 euro. This amount cannot be used to cover a single trip.

\*\*\* Of reasonable travel costs (please see above)

We kindly ask you always contact us before making any final bookings  
email: [yip@embo.org](mailto:yip@embo.org)

# Attending an EMBO YIP Sectoral meeting

---

## **Funding limits and eligible costs for the current and former programme members (YIP, IG and GIN).**

- EMBC Member States: up to 300 euro travel costs
- Associated Member States: up to 1000 euro travel cost.

## **Not covered:**

- Travel support for lab members, additional meals and extra accommodation nights. Sectoral meeting organisers receive extra funds to cover participants accommodation, venue and catering (400 euro per programme member and 200 per lab member).
- Cancelled flights or train tickets. Please book as close to the meeting date as possible, or book flexible tickets.

Please mind that a lab member cannot attend instead of a PI and that the number of accompanying lab members and level of their seniority (PhD or postdocs only) is decided by the organisers.

## **Cancellation policy for Sectoral Meeting attendees**

The budget for the sectoral meeting depends on the number of participants (i.e. 400 euro per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

## Reimbursement Forms

---

The main forms that programme members need to use to claim expenses are:

### Networking Application and Report Form

Used for all main interactions (except for the YIP meetings and mentor visits, both to apply for the funds and submit the required final report. See page 39 for further instructions.

To use for:

- Institute/seminar visit
- Local PhD course support
- Lab visiting fellowship
- CPS facilitation
- Sectoral meeting local costs (for organisers only)
- EMBO press publishing fees
- Interview costs (postdoc/PhD)
- Joint group meetings
- Conference/meeting support (additionally available for virtual conferences)
- Meeting participation grant
- Childcare support (for childcare during conference/meeting attendance)
- Lab retreat
- EYSF local cost
- Vocational training (for self, lab, or lab member)
- Manuscript/grant writing support

Download from: <https://oc.embl.de/index.php/s/9FVj4VRb1V5tnCJ>

### General travel form

To use for:

- Sectoral meeting travel costs (participants only)
- Annual meeting travel costs
- Retreat travel costs
- Mentor visits travel costs

Download from: <https://oc.embl.de/index.php/s/FnpEmt3wquB0lGl>

### Bridging funds

To use to support PhD students or post-docs finishing their projects in your lab.

Application form: <https://oc.embl.de/index.php/s/HHDzNYTxy7P7Bud>

Financial report: <https://oc.embl.de/index.php/s/fW4b9J7Vhy0qqfg>

### YIP Lectures

Travel form, for speakers only: <https://oc.embl.de/index.php/s/iDKZXUpXhkiImKg>

Application form, organisers only: <https://oc.embl.de/index.php/s/hybEKV0Xrzu7VoJ>

## Networking Application and Report Form explained

This form is used for activities for which advance application and a final report are required (most activities).

The form can be downloaded from the following webpage:

<https://oc.embl.de/index.php/s/9FVj4VRb1V5tnCJ>

### For an application

- See what information is required by reading the description of the benefit in the programme guide
- Fill in the Networking Application and Report Form (see page 39 for an example)
- Send this to the YIN office
- Keep a copy of the word form to update for the final report
- Keep all of your receipts, invoices and boarding passes

### For the final report

- Update the Networking Application and Report Form normally by:
  - updating parts A and B
  - entering your short report in part C
  - (if a payment is to be paid) entering the bank details in section D
  - printing and signing the form.
- sending the signed form to the YIN office along with all required documents by email.

Categories	See page	Categories	See page
Institute visit or seminar	12	Meeting/conference support	24
Local PhD course	12	Meeting participation grant	18
Joint group meetings	13	CPS Facilitation	19
Lab retreat	15	Sectoral meetings (local costs)	9
Lab member visiting fellowships	15	Childcare support	28

Other includes:

EYSF (local costs) – see page 25 + “info for organisers” doc sent to organisers

Support of other pan-European networks – see page 14 + discussions with YIN office

## Networking Application and Final Report Form

Please refer to the programme guide for details of eligible costs:  
[http://www.embo.org/documents/YIP/Programme\\_Guide.pdf](http://www.embo.org/documents/YIP/Programme_Guide.pdf)

Name of the YIP or IG applying

Check “application” if applying and change to “final report” when submitting as final report

More about each category to be found in the programme guide

Please provide details in each field!

Choose “expected cost” at application and change to “final costs” when submitting the final report for reimbursement

List expenses in original currency

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

### Part A | NETWORKING DETAILS

Name of Applicant (YIP or IG)

This is:

Application ☐

Final report ☐

Category (please see the YIP Programme Guide for a description of each category)

Institute visit or seminar  
(max €500)

☐

Joint group meetings  
(max €1000 per group, €3000 max per meeting)

☐

Local PhD course support  
(max €500)

☐

Conference/meeting organisation support  
(€3000 standard, please see Programme Guide for support eligibility)

☐

Lab visiting fellowship  
(max €1500 | €2200 to the Associated Member States)

☐

Meeting participation grant  
(€1000 Europe / €1200 overseas per participant)

☐

CPS facilitation (trainer fees only)  
(Please include a list of participants below)

☐

Childcare support  
(€500 max)

☐

Sectoral meeting local costs\*\*  
(max €400/ YIP or €600 / YIP + 1 lab member)

☐

Lab retreat (max €150 per lab member)  
(Please include a list of participants below)

☐

EMBO press publishing fees (excl. VAT)

☐

EYSF local cost

☐

Interview costs (postdoc/PhD)  
(€500 Europe/ €1000 overseas)

☐

Vocational training  
(max €1500 / year)

☐

Start date of networking

End date of networking:

Name of conference/meeting:

Location of conference/meeting:  
OR Name of the institute for visit/fellowship:

Description of meeting/networking interaction:

For a Lab retreat and CPS workshop: Please include the names of participants.

### PART B: | COST

Expected costs ☐ / Final costs ☐

List of expenses

Estimated or spent amount (in original currency)

Accommodation

Registration fees

Travel

(please keep your boarding passes if applicable for the reimbursement)

Other expenses

Catering (for the conferences & meetings)

TOTAL:

Date:

Signature\*\*\*

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

Brief report when submitting final report. It should include a brief explanation how the funds were spent.

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

Yes ☐ / No ☐

**PART D: Account details**

Full applicant name (YIP/IG)

Account holder (applicant or institute)

Name and address of bank:

Bank account number

Bank code number

Swift Code (8 or 11 characters)

IBAN

Routing code (9 digits) (if applicable)

Reference (if requested)

Currency of account (if not EUR)

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

Bank details only needed when you are sending a final report for the reimbursement.

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

Date:

Signature\*\*\*

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



# Index

## A

Access to EMBO Press Journals .....	30
Announcements .....	30
Annual award for YIPs .....	29
Annual reports (IGs) .....	29
Awards won by programme members .....	26

## B

Bridging funds .....	22
----------------------	----

## C

Career development	
for you .....	27
for your lab members .....	18
Childcare support .....	28
Conferences	
conference/meeting support .....	24
meeting participation grants .....	18
YIP Lecture grant .....	23
YIP Seminar .....	24
Contacting YIPs/YIN office .....	30
Core facilities at EMBL .....	16
Creative Problem Solving (CPS) .....	19

## E

EMBL PhD applicant pool .....	17
EMBO Directory .....	26
EMBO eTalks .....	25
EMBO Members' meeting .....	26
EMBO Young Scientists' Forum (EYSF) .....	25
Epigeum course .....	5
Expenses	
what form to use .....	37
when will my claim be paid .....	32
Extension	
for maternity .....	5
of Installation Grants to 5 years .....	29

## I

Information about YIN benefits .....	30
Installation Grants	
annual payment .....	29
annual reports .....	29
extension to 5 years .....	29
funding .....	29
third year reports .....	29
Institute visits .....	12
Interviews .....	16
Intra- vs intercontinental travel .....	32

## J

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

## L

Lab leadership courses .....	27
------------------------------	----

Lab member visiting fellowships .....	15
Lab retreat .....	15
Leading your team in a crisis .....	21
Lindau Nobel Laureate meeting .....	19

## M

Manuscript editing services .....	17
Maternity extension .....	5
Membership .....	5
Mentorship .....	27
Moving your lab .....	32

## N

Networking	
former programme members' eligibility	31
using the networking application and	
report form .....	39
what form to use .....	37

## O

Online databases .....	26
Overheads .....	29

## P

Pan-european networks .....	14
PhD courses	
local PhD course .....	12
YIP PhD course .....	18
Programme FAQs .....	31
Programme meetings	
annual meeting .....	9
sectoral meetings .....	9
Programme membership .....	5
Programme office .....	30
Publication fees for EMBO Press journals .....	17

## R

Reimbursement forms	
how to fill out .....	38
what form to use .....	37
Research integrity training .....	5

## S

Sectoral meetings .....	9
cancellation policy .....	10
organising sectoral meeting .....	10
participation of non-YIP/IG .....	11
Small grants .....	29
Solution-focused coaching .....	21

## T

Travel guidelines .....	33
Attending a Sectoral meeting .....	36
YIPs in Associate Member State .....	35
Twitter .....	26

<b>V</b>		
Vacancies .....	17	
Visa .....	32	
		Vocational training ..... 20
		<b>Y</b>
		Young Investigator Award ..... 29