

EMBO New Venture Fellowships

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APPLICATION GUIDELINES

Application deadline: 13:00 CET on 1 June 2021

EMBC Member states: Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

EMBC Associate Member states: India, Singapore

Countries / territories covered by a co-operation agreement: Chile, Taiwan, Japan

EMBO subject areas: Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

Contact: fellowships@embo.org

Guidelines for EMBO New Venture Fellowship Applications

Applications for an EMBO New Venture Fellowship are accepted via EMBO's online application system. The application and all related correspondence with the EMBO Fellowship Office must be in English.

The deadline for applications is 13:00 CET on 1 June 2021 and awards will be made from October 2021. Selections for funding are made by the EMBO Programme Head based on reports from the EMBO Short-Term Fellowship Advisory Board.

Please check the eligibility criteria before applying.

Should you have questions regarding your application, please contact fellowships@embo.org.

Purpose

EMBO New Venture Fellowships fund research visits of one week (seven days) up to three months (90 days) between laboratories in EMBC Member States, Associated Member States or Cooperation Partners (see page 2). Applications for exchanges between two laboratories within the same country are not permitted.

Awarded applicants can stay on their research visit for an additional three months (maximum), however, EMBO will not provide funding for this extended period.

The fellowships are intended for joint research work, enabling the applicant to engage in a new area of research or bring a new direction into their current research.

Only in **exceptional cases** will EMBO New Venture Fellowships be awarded for research visits outside the countries listed above. For such cases, it is essential that a justification be provided of why there is no appropriate expertise or technology in EMBC Member States, Associated Member States or Cooperation Partners.

Applications from outside EMBC Member States, Associated Member States or Cooperation Partners will not be considered.

Exceptionally, EMBO will consider applications involving laboratories (home or host) in Japan throughout 2021.

Eligibility

Applications must meet the following criteria to be accepted:

- Applicants must be an active research scientist with a minimum of 2 years' research experience at the PhD level, and no more than 2 years' experience as a new group leader, at the time of application.
- The fact that an applicant has previously held an EMBO Short-Term or Long-Term/Postdoctoral Fellowship does not preclude further applications for a fellowship for **a new project in a different laboratory**.

- Applications to work with former colleagues, PhD or postdoc supervisors, or to work in laboratories previously visited will not be considered, other than in exceptional circumstances and with prior approval by the Fellowship Office.
- Applications to visit laboratories in the context of an already existing long-term collaboration or involving previous exchanges of scientists have low priority for funding.
- The scheme encourages international collaboration. Exchanges between two laboratories within the same country are not eligible.

Please note:

- It is **not** possible to hold a EMBO New Venture Fellowship with an EMBO Short-Term Fellowship, Core Facility Fellowship, or Long-Term/Postdoctoral Fellowship at the same time.
- EMBO does not consider applications for EMBO New Venture Fellowships to extend visits begun under other auspices, or as bridging fellowships between, or prior to, long term stays funded by EMBO or other organizations.
- Applications for fellowships to attend courses, workshops, or symposia will **not** be considered.
- EMBO New Venture Fellowships do not provide funding for course/workshop/symposia registration fees, benchfees, overheads or any other expenses beyond travel costs between the laboratories involved and the [subsistence rates](#) depending on the country visited.
- The fellowship does not cover Visa costs. EMBO cannot advise on Visa or Tax matters. Please refer to the administration in the host or home institutions for help on these issues.
- Applications to work on a project purely applied, intended to develop a product (commercial or not) or a procedure will not be considered. All projects must have a biological significance and should aim to increase our knowledge on a particular biological process.
- It is not possible to apply for a EMBO New Venture Fellowship if other, parallel exchanges are planned to take place between the home and the host laboratories during the planned fellowship duration. Short (one- or two-day) visits or seminar invitations are not considered in this category.
- If the applicant has secured additional funds or grants from other institutions to support the proposed visit, the applicant must notify the EMBO Fellowship Office immediately.

Application process

Applications for an EMBO New Venture Fellowship are accepted via the EMBO online application system.

All applications must be written in English.

All applicants must register for [ORCID digital identifiers \(iDs\)](#) to ensure unambiguous name assignment.

Timeline

The deadline for applications is 13:00 CET on 1st June 2021, and the outcome communicated by September 2021. Award letters are available by October and visits must commence by 1st February 2022.

Application procedure

- All submitted applications are screened by the EMBO Fellowships Office to ensure eligibility requirements are met. Receipt of submitted applications will be acknowledged via email.
- Final decisions will be made by the EMBO Fellowship Head based on reports provided by the EMBO Short-Term Fellowship Advisory Board.
- Applicants will be informed of the outcome of their application by email.

Application form

The online application form, will ask you to provide information on:

- Contact details of two referees
- Address of the receiving institute and contact details of the host institute supervisor
- A summary of the proposed work
- A summary of your current work
- Justification for the choice of host lab
- Career benefit and career plans
- Basic CV
- Your ORCID ID (if you do not have one, please register at <https://orcid.org/register>)
- Funding sources

Online application form

The application for EMBO New Venture Fellowships is electronic only. Hard copies will not be processed. This refers to all relevant documents including not only the application form, but also the reference letters and the host institute acceptance form.

LETTERS OF REFERENCE

The applicant must provide the names and contact details of two referees who will have to submit their confidential letters of reference online. In the case of PhD students or post-doctoral researchers, one of the referees must be the current supervisor. In the case that the applicant is already an independent researcher, only one reference letter from a legal representative of the home institution (Dean, Director etc.) is required. If this applies to you, please contact fellowships@embo.org to have your application form updated.

RECEIVING INSTITUTE FORM

The applicant should co-ordinate their application with that of the receiving institute. The applicant must provide the name and contact details of their host supervisor. The host supervisor must submit an acceptance form online.

Note that finding a host supervisor is the responsibility of the applicant. Before starting an application, applicants must discuss and agree on their proposal with the host supervisor.

PROPOSED WORK

The research proposal should be **well argued and written by the applicant**. The proposal is subdivided in two parts: a 250-word summary of the proposed activity and its biological significance, plus the research proposal itself.

The research proposal must not exceed 1500 words (excluding references) and should explain the background of the research project and contain **a detailed outline of the work to be performed at the host institute. No figures or tables may be included**. References in the research proposal should include the **complete list of authors** followed by the **title** of the paper, **year, journal or preprint server name** and details on volume, page numbers, etc.

Please keep in mind that all the research activities supported by the EMBO Fellowship Programme must be **in compliance with fundamental ethical and research integrity principles**, such as those set out in the [Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research](#), and in the [Singapore Statement on Research Integrity](#). These refer to questions relevant to the use in research of human materials, including human embryonic stem cells, use of animal models and, in general, any other potential ethical issues that may arise during the applicant's daily research activities. Applicants may be asked to provide evidence that their planned research conforms to the relevant regulations that apply at the host and home institutions.

PRESENT WORK

The synopsis of work performed at the home institute should allow the reader, in a brief and concise manner, to appreciate the applicant's past experience and its difference to the proposed research topic. Applicants must clearly communicate their career plans for the period following the fellowship.

PUBLICATION LIST

In the publication list, applicants must indicate their three (or fewer) most important publications, i.e. the three primary research papers that in your view provided the most important and original contributions to scientific knowledge. Applicants must NOT include the journal impact factor. EMBO is a signatory of the San Francisco Declaration of Research Assessment (DORA, <http://www.ascb.org/dora/>), which recommends "not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual scientist's contributions, or in hiring, promotion, or funding decisions".

Papers published in preprint servers (e.g. arXiv, bioRxiv, PeerJ) will also be taken into consideration. Papers submitted or in preparation, but not yet accessible to the community, will not be considered and must not be included in the list of publications. **Publication updates after the application is complete will not be accepted.**

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

Please note: An application is only complete once both reference letters (if applicable) and the host institute acceptance form have been received. It is the applicant's responsibility to ensure that their application is complete and to submit. Upon submission of an application, the EMBO Fellowship Office will acknowledge receipt and will assign a New Venture Fellowship reference (NVF) number.

Selection

All applications are examined at the EMBO Fellowship Office to ensure that they are complete and eligible. Receipt of complete applications will be acknowledged via email.

Applications are judged on the following criteria:

- The biological significance of the project, including its aim to increase our knowledge on a particular biological process.
- Quality of the project to be developed in the host laboratory (novelty, feasibility).
- Justification of the research visit with regard to the applicant's scientific vision.
- Justification of why the project is different from the applicant's current work.
- Reference letters demonstrating the credibility of the candidate and their ability to succeed in a new area of research.
- The suitability of the host laboratory for the proposed work and previous interactions with the home laboratory. Is the topic covered in sufficient depth and breadth?
- CV of the candidate, and in particular research experience.

Final decisions will be made by the EMBO Fellowship Head based on reports provided by the EMBO Short-Term Fellowship Advisory Board.

Benefits

The fellowships contribute towards travel costs and subsistence of the fellow but not of any dependents. The [subsistence rate](#) depends on the country being visited.

EMBO funds research visits of a maximum of three months. If additional funding is available from another source and it is scientifically justified, awardees can apply for an extension of an additional three months not covered by EMBO. It is possible to apply directly for more than three months (up to six) but the EMBO grant must be used for the first three months of the visit.

Final Report

At the end of the fellowship, applicants are asked to provide EMBO with a report of their activity at the host institute. The report should be sent to fellowships@embo.org. **Please note that you need to indicate your NVF number and your current address on your final report.**

The final report must be submitted to the fellowship office within 3 months of completing the research visit. The report should be about two pages, and should summarize the results as well as possible plans for further work to be undertaken. It may include diagrams, charts or illustrations. Upon receipt of the final report, the Fellowship Office will send a certificate stating the start date and duration of the fellowship, the place where it was held, the NVF number and the title of the project developed.

Annex I – Application form preview

Applicant	<p>BEFORE YOU PROCEED</p> <p>This is a multi-part form that can be completed without following a specific sequence. Please use the tabs in the navigation bar on the left to move back and forth between the different sections.</p> <p>You may save the content of the form at any time by clicking on the "Save Progress" button in the left navigation bar. The form will also auto-save any changes you have made to its contents at regular intervals.</p> <p>Email requests to the receiving institute (proposed supervisor) and referees will be sent by the system as soon as valid recipient names and email addresses have been entered, and as soon as the recipients have been activated with the respective check boxes. Enter this information as soon as possible – even if you have not completed the rest of your application – to avoid unnecessary delays.</p> <p>PLEASE NOTE: It is your responsibility to ensure that all supporting documents (reference and receiving institute acceptance forms) are received in time. You will not be able to submit the application form as complete without those supporting documents.</p> <p>Take special care not to exceed the character or word count limits imposed on certain fields. Your application cannot be submitted as "complete" with those limits exceeded.</p> <p>Once you have filled in all required (*) fields and submitted the form with the "Form complete" box ticked, you will no longer be able to modify your application. However, a printable summary of the entire application will be displayed for your reference upon final submission, and will stay available on your home page afterwards.</p> <p>Your final application number (the "ASTF number") will be sent to you in a separate acknowledgment email, usually within 2 weeks after submission.</p> <p>IMPORTANT:</p> <p>For EMBO Short-Term Fellowships, please be sure to have read and understood the information on our website and in the Short-Term Fellowships Guidelines (PDF), in particular the eligibility criteria for the award of EMBO Short-Term Fellowships. No deadlines apply.</p> <p>For EMBO New Venture Fellowships, the deadline for applications is 13:00 CET on 1st June 2021 and awards will be made from October 2021. Please refer to the New Venture Fellowships Guidelines (PDF) for more detail and thoroughly check the eligibility criteria.</p> <p>Technical support – If you encounter problems and need technical assistance regarding the online form, please send an email to fellowships@embo.org. Be sure to state: (1) the operating system and web browser version you are using; (2) whether the problem can be reproduced on another computer/operating system/web browser; and (3) as detailed a description as possible of the problem, including any error messages you see; attach a screenshot illustrating the problem if possible.</p> <p>TYPE OF FELLOWSHIP</p> <p><input type="radio"/> I am applying for an EMBO Short-Term Fellowship.</p> <p><input type="radio"/> I am applying for an EMBO New Venture Fellowship</p> <p>APPLICANT</p> <p>Title* <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input checked="" type="radio"/> Dr <input type="radio"/> Prof.</p> <p>First name* <input type="text" value="Kelly"/> Last name* <input type="text" value="SheehanRooney"/></p> <p>Gender* <input type="radio"/> Male <input type="radio"/> Female</p> <p>Citizenship* <input type="text" value="Choose"/></p> <p>Date of birth* <input type="text"/></p> <p>ORCID*</p> <p>Format your ORCID identifier as xxx-xxxx-xxxx-xxxx. See http://orcid.org/ for details.</p> <p><input type="text"/></p> <p>HOME INSTITUTE CORRESPONDENCE ADDRESS</p> <p>Enter the full name of the department, the institute name, and the street address.</p> <p>Address* <input type="text"/></p> <p>... line 2 <input type="text"/></p> <p>... line 3 <input type="text"/></p> <p>... line 4 <input type="text"/></p> <p>Town* <input type="text"/> Post code* <input type="text"/></p> <p>in* <input type="text" value="Choose"/></p> <p>Email address* <input type="text" value="kelly.sheehan.rooney@embo.org"/></p> <p>Telephone number <input type="text"/></p>
Referees	
Receiving Institute	
Proposed Work	
Present Work	
Scientific CV	
Other Funding	
Finish Submission	
Save Progress - Status	
Save Progress	

Applicant	<p>Please add names and addresses of two persons (not from the receiving institute) from whom confidential scientific references will be requested. One of the referees should be your current supervisor. Add this information as soon as possible - even if you have not completed the rest of your application. The system will send an automatic request email to your referees soon after you mark the corresponding "Activate referee" checkbox. Confirm with your referees that they receive this email, otherwise contact fellowships@embo.org.</p>
Referees	
Receiving Institute	
Proposed Work	
Present Work	
Scientific CV	
Other Funding	
Finish Submission	

NAME AND ADDRESS OF REFEREE 1

Title* Mr Mrs Ms Dr Prof.

First name* Last name*

Institute Address* Telephone number

... line 2 Fax number

... line 3 Email address*

... line 4

Town* Post code*

Country*

Current supervisor Yes No

Activate referee 1

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

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

NAME AND ADDRESS OF REFEREE 2

Title* Mr Mrs Ms Dr Prof.

First name* Last name*

Institute Address* Telephone number

... line 2 Fax number

... line 3 Email address*

... line 4

Town* Post code*

Country*

Current supervisor Yes No

Activate referee 2

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

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

Applicant	<p>The receiving Institute acceptance form should only be submitted online; no hard copies are required.</p> <p>Check with your receiving institute that they received an email after you activate your supervisor contact details otherwise contact fellowships@embo.org.</p>
Referees	
Receiving Institute	
Proposed Work	
Present Work	
Scientific CV	
Other Funding	
Finish Submission	

RECEIVING INSTITUTE

Institute Address*

... line 2

... line 3

... line 4

Town*

Post code*

Country*

SUPERVISOR OR HOST

Title* Mr Mrs Ms Dr Prof.

First name* Last name*

Telephone number Fax number

Email address*

Activate this contact

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

INSTITUTE DIRECTOR

Title* Mr Mrs Ms Dr Prof.

First name* Last name*

Applicant	<p>PROPOSED WORK</p> <p>Project title*</p> <input type="text"/>
Referees	
Receiving Institute	
Proposed Work	
Present Work	
Scientific CV	
Other Funding	
Finish Submission	

Summary and biological significance of the proposed research*

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

0 / 250 Words

Proposed work at the receiving institute*

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

0 / 1500 Words

Literature references for proposed work*

FORMATTING GUIDELINES FOR REFERENCES:

(i) Include the complete list of authors followed by full titles, journal, year, volume and pages;

(ii) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

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

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

Keywords*

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

0 / 20 Words

Subject area 1*

Subject area 2*

Proposed starting date of the fellowship*

Applications completed only after the start of the visit or after the proposed start date indicated here will not be considered. (Please note: an application is only complete once both references and the receiving institute acceptance are submitted online and received by EMBO).

dd/mm/yyyy

Proposed duration of fellowship*

Number of days (7-90 days)

JUSTIFICATION

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

0 / 200 Words

TRAVEL

City of departure*

Country of departure*

CAREER PLAN

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

Yes No

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

Career plan after the fellowship*

Applicant	NAME AND ADDRESS OF HOME INSTITUTE	
Referees	Institute Address*	<input type="text"/>
Receiving Institute	... line 2	<input type="text"/>
Proposed Work	... line 3	<input type="text"/>
Present Work	... line 4	<input type="text"/>
Scientific CV	Town*	<input type="text"/>
Other Funding	Post code*	<input type="text"/>
Finish Submission	in*	<input type="text" value="Choose"/>

CURRENT POSITION

Required field*

PhD Student
 Post-doctoral Researcher
 Research Assistant
 Principal Investigator
 Other

When did you start in the present position?*

dd/mm/yyyy

Until when do you expect to stay in your present position?*

dd/mm/yyyy

CURRENT WORK

Work at the "Home Institute"*

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

0 / 500 Words

References for synopsis of current work*

FORMATTING GUIDELINES FOR REFERENCES:

(i) Include the complete list of authors followed by full titles, journal, year, volume and pages;

(ii) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

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

Benefit *

If you are applying for a Short-Term Fellowship, please describe how your home lab will benefit from this visit (max. 200 words).
If you are applying for a New Venture Fellowship, please describe how your career trajectory will benefit from this visit (max. 200 words)

0 / 200 Words

Applicant	ACADEMIC RESEARCH TRAINING / WORK EXPERIENCE
Referees	Please list, in reverse chronological order , your academic research training and positions held, since (and including) your PhD research . State the duration, kind of training or position, the research topic, the supervisor, and the institute, if applicable.
Receiving Institute	Full C.V. since PhD research*
Proposed Work	<input type="text"/>
Present Work	
Scientific CV	EDUCATION
Other Funding	Please list, in reverse chronological order , your education and training prior to your PhD work, starting from the beginning of your university (or equivalent) studies . Please state the duration, the university, major subjects, and the degrees obtained, if applicable. Do not list the stages of your pre-university education. You may, however, include here any professional, non-academic positions held in the past, as well as any relevant fellowships and awards you have previously received.
Finish Submission	Education and training prior to your PhD work, starting from the beginning of your university (or equivalent) studies*
	<input type="text"/>
Save Progress - Status	
Save Progress	
	PHD AWARD
	Date of PhD exam*
	Date on which PhD was / will likely be awarded (dd/mm/yyyy)
	<input type="text"/>
	Country of PhD award <input type="text" value="Choose a country"/>
	PUBLICATIONS
	List any (co-) authored, peer-reviewed publications in international journals (excluding manuscripts submitted, in revision or in preparation), in reverse chronological order . Papers available through preprint servers can be listed and will be taken into consideration.
	Indicate by an asterisk the three most important publications in your list. In the case of shared first authorship, please keep the order of authors as they appear on the original publication and indicate shared authorship (e.g.: AG and FT contributed equally to this work).
	<input type="text"/>

Applicant	OTHER FUNDING SOURCES
Referees	Please list other grants, awards, contributions or fellowships (towards either travel or subsistence expenses of the proposed visit) you are receiving or applying for.
Receiving Institute	<input type="text"/>
Proposed Work	
Present Work	
Scientific CV	PREVIOUS APPLICATIONS FOR EMBO FELLOWSHIPS
Other Funding	1: Fellowship type: <input type="text" value="Select type"/> number: <input type="text"/> – year: <input type="text" value="Select year"/>
Finish Submission	2: Fellowship type: <input type="text" value="Select type"/> number: <input type="text"/> – year: <input type="text" value="Select year"/>
Save Progress - Status	FUNDING HISTORY
Save Progress	List previously held fellowships from EMBO or other organisations with dates (month/year)
	<input type="text"/>
	CAREER BREAKS
	Have you recently interrupted your career due to child care or military / civil service?*
	<input type="radio"/> Yes <input type="radio"/> No
	If yes, please state the duration and dates:
	<input type="text"/>