

Guidelines

Referees

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Save Progress - Status

☐ Form complete

Save Progress

## BEFORE YOU PROCEED

**Please be sure to switch off any "form auto-complete" function in your browser. Otherwise your browser might automatically fill certain fields (for instance, the names and email addresses of your referees) with your own details.**

You may save the content of the form at any time by clicking on the "Save Progress" or "Submit" button.

Email requests to the receiving institute (proposed supervisor) and referees will be sent by the system as soon as valid email addresses have been saved with the respective fields. **Add this information as soon as possible** - even if you have not completed the rest of your application - to avoid unnecessary delays.

PLEASE NOTE: All supporting documents (reference and receiving institute acceptance letters) need to be received by the submission deadline of 15 August.

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

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

Please note that a final application number will only be assigned after the submission deadline and will be sent to you in a separate acknowledgment email, usually within 2 weeks.

### REGISTRATION DEADLINE:

TUESDAY, 14 AUGUST 2012, 14:00 Central European Summer Time

(No new submissions can be started after this deadline.)

### SUBMISSION DEADLINE:

WEDNESDAY, 15 AUGUST 2012, 14:00 Central European Summer Time

(This is the deadline for receipt of your final application.)

## APPLICANT

NOTE: Your registration profile details i.e. title, name and email address (greyed out below) can only be changed via the [Modify Profile](#) page.

Please ensure that your name is spelled correctly and in mixed case lettering (ie "Jane Smith" rather than "jane smith" or "Jane SMITH").

Title\*

☒ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Prof.

First name\*

Last name\*

Citizenship\*

Choose a country



Date of birth\*

Gender\*

☒ Male ☐ Female

Address\*

Telephone number

Fax number

Email address\*

Town\*

Post code\*

Country\*

Choose a country



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Please add names and addresses of two persons (**not** from the receiving institute) from whom confidential scientific references will be requested. One of the referees should be your PhD supervisor. **Add this information as soon as possible** - even if you have not completed the rest of your application. The system will send an automatic request email to your referees soon after you mark the corresponding "Activate referee" checkbox. Confirm with your referees that they receive this email, otherwise contact [fellowships@embo.org](mailto:fellowships@embo.org).

PLEASE NOTE: Both references need to be received by the submission deadline of 15 February.

#### NAME AND ADDRESS OF REFEREE 1

Title\* ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Prof.

First name\*

Last name\*

Is this referee your

(Note: one of your letters of reference should come from your PhD supervisor.)

PhD supervisor?\*

☐ Yes ☐ No

Address\*

Telephone number

Fax number

Email address\*

Town\*

Post code\*

Country\*

Choose a country

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

Activate referee 1\*

☐

#### NAME AND ADDRESS OF REFEREE 2

Title\* ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Prof.

First name\*

Last name\*

Is this referee your

☐ Yes ☐ No

PhD supervisor?\*

Address\*

Telephone number

Fax number

Email address\*

Town\*

Post code\*

Country\*

Choose a country

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

Activate referee 2\*

☐

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Please add the name and address of the receiving institute supervisor, from whom an acceptance letter will be requested. **Add this information as soon as possible** - even if you have not completed the rest of your application. The system will send an automatic email of request to your proposed supervisor.

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

Check with your receiving institute that they received this email, otherwise contact [fellowships@embo.org](mailto:fellowships@embo.org).

PLEASE NOTE: The receiving institute acceptance needs to be received by the submission deadline of 15 February.

[Print](#)

RECEIVING INSTITUTE

Address\*

Address line 2

Address line 3

Address line 4

Town\*Post code\*

Country\*

Choose a country

SUPERVISOR

Title\*

☐ Mr☐ Mrs☐ Ms☐ Dr☐ Prof.

First name\*

Last name\*

Telephone numberFax number

Email address\*

**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 [fellowships@embo.org](mailto:fellowships@embo.org) if you need assistance modifying this information.

Activate this contact\* ☐

INSTITUTE DIRECTOR

Title\*

☐ Mr☐ Mrs☐ Ms☐ Dr☐ Prof.

First name\*

Last name\*

JUSTIFICATION

FORMATTING GUIDELINES FOR REFERENCES:

- (i) Include the complete list of authors followed by full titles, journal, year, volume and pages;
- (ii) Add an asterisk (\*) behind your host supervisor's name in the authors' list;
- (iii) Use "... " or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

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

Please list 3 key publications of the host laboratory in the area of your proposed research.\*

Please briefly describe your personal motivation to choose this particular laboratory for your postdoctoral training.\*  
(max. 300 words)

0 / 300 Words

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## PROPOSED WORK

Project title\*

Summary of the proposed research\*

Please provide a 200-word summary of the proposed activity.

0 / 200 Words

Biological significance of the proposed research\*

Please provide a 200-word summary description the biological significance of the project.

0 / 200 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 following field instead.

0 / 1500 Words

Literature references for proposed work

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 50 words)

0 / 50 Words

Area of research\*

Choose a subject area



Proposed starting date of the fellowship\*

This should be between 1 July 2012 and 15 February 2013 (Format: dd/mm/yyyy)

Proposed duration of the project\*

In months

Does your proposal include research on human embryonic stem cells or any other human material?\*

☐ Yes ☐ No

In case of yes please specify\*

Does your proposal include research on animals?\*

☐ Yes ☐ No

Explain why this specific animal model was selected for the research project, explain the advantages of the animal model compared to alternative not-animal based models, provide information about the number of animals that will be used during the project. In addition, please describe procedures that will be put in place in order to minimize any suffering of animals.

Does your proposal include any type of research that may have an ethical impact, following the checklist of FP7 rules displayed on Cordis ( [http://cordis.europa.eu/fp7/ethics\\_en.html](http://cordis.europa.eu/fp7/ethics_en.html) )?\*

☐ Yes ☐ No

In case of yes please specify

## INTERVIEWER CONFLICTS

If you would like to request exclusion of a particular EMBO Member or Young Investigator as the interviewer for your application, please list the full name, the institute, and the reason for exclusion (e.g. direct competitor).

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## PRESENT POSITION

In case you are between jobs please specify your last position

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

Please specify "other"

Starting date of present position

dd/mm/yyyy

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

dd/mm/yyyy

Please give your starting date (or planned starting date) at the receiving institute

dd/mm/yyyy

## NAME AND ADDRESS OF "HOME INSTITUTE"

Your "Home Institute" is your latest **work** address that is **not** identical to the "receiving institute" you are proposing to move to. If you have already arrived at the receiving institute, please list the full name and address of the institute at which you carried out your most recent pre- or postdoctoral work **before** arriving at the receiving institute.

Address\*

Address line 2

Address line 3

Address line 4

Town\*

Post code\*

Country\*

Choose a country

## WORK AT "HOME INSTITUTE"

Please add a description of the work carried out at the "Home Institute" ( max. 1500 words ).

0 / 1500 Words

## Literature references for work carried out at "Home Institute"

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

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## PHD AWARD

[Print](#)

Country\*

Choose a country

Date of PhD exam\*

Date in which PhD was/will likely be defended ( dd/mm/yyyy )

Name and institute of PhD supervisor\*

Please describe briefly the main scientific achievements of your PhD project. (max. 75 words)\*

0 / 75 Words

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## OTHER FUNDING SOURCES

[Print](#)

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

## FUNDING HISTORY

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

## PREVIOUS APPLICATIONS FOR EMBO FELLOWSHIPS

If you have previously applied for EMBO funding, please specify the **most recent** application number(s).

Example: "ALTF" | "123" | "2009".

1: Fellowship type:  number:  – year:

2: Fellowship type:  number:  – year:

## Changes since previous application

Only applicable if you have previously applied for a Long-Term Fellowship

0 / 200 Words

## CAREER BREAKS

Have you recently interrupted your career due to child care or military / civil service?

☐ Yes ☐ No

If yes, please state the duration and dates

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RESEARCH EXPERIENCE

Please list, **in reverse chronological order**, your 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.

Academic research training and positions held, since (and including) your PhD research\*

EDUCATION

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

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

PUBLICATIONS

FORMATTING GUIDELINES FOR REFERENCES:

- (i) Include the complete list of authors followed by full titles, journal, year, volume and pages;
- (ii) Add an asterisk (\*) behind your own name in the authors' list;
- (iii) In the case of shared first authorship with equal contributions, please keep the order of authors as they appear on the original publication and add a statement like "(AG and FT contributed equally to this work)" underneath the reference;
- (iv) Use "..." or "et al." ONLY if there are more than 20 authors; in that case, be sure to include all relevant first and corresponding/senior authors.

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

Number of publications in international peer-reviewed journals (excluding review articles or manuscripts submitted or in preparation)\*

Number of first author publications in international peer-reviewed journals (excluding review articles)\*

List your three (3) most important peer-reviewed publications in international journals (excluding review articles or manuscripts submitted, in revision or in preparation), **in reverse chronological order**

List any **additional** (co-) authored, peer-reviewed publications in international journals (excluding review articles or manuscripts submitted, in revision or in preparation), **in reverse chronological order**.

List your (co-) authored publications belonging to the category of review articles, viewpoints, etc.

List awards you have previously received

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FURTHER ELIGIBILITY DETAILS

Please state if you have been granted an exception by the Fellowship Office

0 / 100 Words

MARITAL DETAILS

Marital status\*

☐ Married

☐ Single

Dependent Spouse\*

☐ Yes

☐ No

Number of children under 18

TRAVEL

From home country\*

Choose a country

To host country\*

Choose a country

MEANS OF TRANSPORTATION

Please provide cost estimates for economy-class travel for one or two steps of a return trip (to and from the host institute). Use Euro as the default currency if the actual local currency is not included in the drop-down menu. Example: (1) boat to Cairo €15 (b) airplane to London €450.

Do not complete this section if you have already arrived at the host institute.

(1) Travel by...

Choose a method

Cost estimate: Currency 

Choose a currency

Details:

(from where / to where / justification / details of estimate)

(2) Travel by...

Choose a method

Cost estimate: Currency 

Choose a currency

Details:

(from where / to where / justification / details of estimate)

Any additional comments regarding your travel

QUESTIONNAIRE

Your answers in this questionnaire will help us to improve our services for all applicants. Your answers are collected for statistical purposes only and will have no influence on the review of your application

How did you first hear about EMBO Long Term Fellowships?

- ☐ Supervisor
- ☐ Colleague
- ☐ EMBO website ( www.embo.org )
- ☐ EMBO Life Sciences Mobility Portal ( mobility.embo.org )
- ☐ EMBO information material at conference
- ☐ EMBO staff at conference
- ☐ Google or other web search
- ☐ Social online network or blog
- ☐ Other online resource
- ☐ Print or online ad

... please specify:

What other fellowship programmes are you aware of that might fund your project?

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