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## **Guidelines for FEBS Fellowships**

### **Applications**

Applications should be sent to The Chairman of the FEBS Fellowships Committee, Dr. Israel Pecht, Department of Chemical Immunology, The Weizmann Institute of Science, IL-76100 Rehovot, Israel. (Tel. +972 89 344 020; Fax +972 89 465 264). Application forms can be obtained from the FEBS website:  
<http://www.febs.unibe.ch>.

### **FEBS Short-term Fellowships**

1. These fellowships are for short-term visits (not longer than two or, in exceptional cases, three months) by members of a FEBS Constituent Society to a laboratory in another country located within the FEBS area, for the purpose of scientific collaboration, advanced training or performing techniques not available at the usual place of work. Applications from developing countries within the FEBS area will be eligible for FEBS Short-Term Fellowships, but travelling expenses will not normally be provided.
2. Applications for fellowships to work in a laboratory in the same country in which the applicant is at present working, or normally works, will not be considered.
3. Applications from senior scientists and heads of departments will not be considered, neither will applications from students without a Ph.D. or without at least one publication in an international journal.
4. Short-Term Fellowships are not awarded for attendance at courses, symposia, meetings or congresses.

5. Short-Term Fellowships may not be used to complement other fellowships; applicants should state whether or not applications have been submitted to other grant-awarding bodies for the same project.

6. A period of at least two years must elapse before applications for a second award of a FEBS Short-Term Fellowship will be considered.

7. A full declaration must be made of all other grants or contributions obtained for the same visit.

8. Travel costs will provide for a second-class rail fare or an economy flight if the journey exceeds 18 h by train. For journeys longer than 10 h, expenses will be reimbursed for the cost of a couchette. At present, the daily allowance is DEM 90.-.

9. Short-Term Fellowships are intended to cover travel and subsistence costs for the Fellow only; expenses incurred by dependants are not provided.

10. No FEBS grant will be awarded to the institute accepting the applicant to cover research costs or bench fees.

11. Medical and travel insurance are not provided by FEBS. Recipients are urged to ensure that they are fully covered by the necessary insurance policies.

12. FEBS does not recognise recipients of its fellowships as agents or employees and accepts no liability for their actions and activities, or for their health and safety. Recipients should ensure that the host institute is fully covered by the appropriate insurances.

13. FEBS is a non-governmental organisation and its awards are not automatically endowed with any tax privileges. It is the responsibility of the recipient to pay any tax which may be levied by a national authority.

14. Application forms (three copies, written in English and accompanied by a self-addressed label) should be sent to the Chairman of the Fellowship Committee. The following documents should be provided.

- A. Details of the research proposal on no more than two A4-sized pages of single-spaced text clearly indicating:
  1. the nature of the research and an outline of the experiments proposed;
  2. why it is necessary to travel to a laboratory in another country to perform the work;
  3. why the particular laboratory has been selected;
  4. why the project will require the time period requested.
- B. A short curriculum vitae and a list of publications indicating the names and priority of the authors.
- C. A letter of acceptance from the head of the recipient institute, countersigned by the leader of the group(s) in which the applicant will work, stating that the institute will receive the applicant. This should be provided on the official form supplied by the Chairman of the FEBS Fellowship Committee.
- D. A letter of support from an experienced scientist who knows the applicant. This should be sent directly to the Chairman, independently of the other documents.
- E. A letter from a FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the society.
- F. An estimate of the cost of travel, in DEM, between the host laboratory and the applicant place of residence. This should be provided by a Travel Agent and be based on the cost of second-class rail or the cheapest flight available. The type of flight (e.g. Apex, Super-Apex, Charter, student fare) should be stated.

15. There is no deadline for applications for Short-Term Fellowships but an application should reach the Chairman at least two months before the proposed starting date. Retrospective applications cannot be considered.

16. The Fellowship should be taken up within six months of its award. A delayed start will require the permission of the Chairman of the FEBS Fellowships Committee.

17. After completion of research work, recipients should send a short report detailing the work carried

out while in receipt of the FEBS award. Assistance provided by FEBS should be acknowledged in all reports published relating to the funded project and two reprints of each article should be sent to the Chairman of the Fellowships Committee.

### FEBS Summer Fellowships

These fellowships are intended to help to support short-term research projects by young promising students in laboratories within the FEBS area in a country different from that where the applicant studies. The total amount of money allocated for each Fellowship will be DEM 4500.

The applicants should have been working or studying during the preceding year in a laboratory on a topic related to that proposed in the application and should usually not be older than 26 at the time of application. Applications will be assessed once every year. They should be received by the Chairman of the Fellowships Committee before April 1 of each year.

The applications should contain:

- a short description of the research to be carried out (five copies),
- a letter from the laboratory where the applicant has worked or studied in the preceding year with an opinion on his/ her performance to be sent directly and separately to the Chairman
- a short curriculum vitae from the applicant (five copies),
- a letter of acceptance from the host laboratory.

The fellowship should be used before October of the current year.

No grant will be awarded to the institute receiving the applicant.

Applicants should state whether or not applications have been submitted to other grant-awarding bodies for the same project; FEBS Fellowships may not be used to complement other fellowships obtained for the same purpose.

Medical and travel insurance are not provided by FEBS. Recipients are urged to ensure that they are fully covered by the necessary insurance policies.

FEBS does not recognise recipients of its fellowships as agents or employees and accepts no liability for their actions and activities, or for their health and safety. Recipients should ensure that the host institute is fully covered by the appropriate insurances.

FEBS is a non-governmental organisation and its awards are not automatically endowed with any tax privileges. It is the responsibility of the recipient to pay any tax which may be levied by a national authority.

The author of the report, judged to be the best in that year, will receive a prize; the current value is DEM 750.-.

### **FEBS Long-Term Fellowships**

1. These fellowships are intended for members of FEBS Constituent Societies to support one-year visits to a laboratory located in another country within the FEBS area. It is possible to renew these fellowships for a further one-year period.

2. The financial allocation depends on the cost of living in the country visited and the travelling expenses incurred. Family assistance of up to DEM 10 000 may also be provided, upon request.

3. Applications to work in a laboratory in the same country in which the applicant is working or normally works are not considered.

4. Candidates should normally be less than 35-years old and should have been a member of a FEBS Constituent Society for at least one year at the time of application.

5. Fellows and their dependants are not insured by FEBS for medical expenses; they are also not insured against accidents occurring during travel to and from the host institute and their place of residence, or during their stay. FEBS does not recognise recipients of its fellowship as agents or employees and accepts no liabilities for any of their actions, activities, health or safety. In their own interest, recipients are urged to make sure that they, their dependants and the laboratory receiving them are fully covered by the necessary insurances.

6. FEBS is a non-governmental organisation whose awards are not automatically endowed with tax privileges. It is the responsibility of the recipient of the award to pay any tax which may be levied by the appropriate authorities.

7. No grant or bench fee will be available from FEBS to the institute accepting a Fellow.

8. Long-term Fellowships are awarded twice/year. Applications should be received by the Chairman of the Fellowships Committee before either April 1 st or October 1 st of the corresponding year. Retrospective applications cannot be considered.

9. Fellowships should be started within six months of the award. Any longer delay requires the approval of the Chairman of the Fellowships Committee.

10. Applications, written in English, should be sent to the Chairman of the Fellowships Committee. The following documents (original and five copies) must be sent:

- A. A short curriculum vitae with a list of publications in the format required for the European Journal of Biochemistry Abstracts should not be included.
- B. An outline of the proposed investigation, in not more than five pages under the following headings:
  - 1. title
  - 2. purpose, including the immediate and longer-term aims;
  - 3. background, relating the proposed research to the present body of knowledge;
  - 4. plan, including details of the experiments to be carried out
  - 5. justification for choosing the laboratory to be visited.
- C. A letter from the appointed head of the host institute, also signed by the head of the group in which the applicant will be working confirming that the applicant will be accepted to work in the institute and that the facilities will be available to pursue the research proposals.
- D. A letter supporting the application from an experienced scientist who knows the applicant. This should be sent directly to the Chairman of the Fellowships Committee independently of the other documents.
- E. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the society.

11. Reprints of reports published as a result of the research performed during the Fellowship must acknowledge the financial assistance of FEBS. Two reprints of each article should be sent to the Chairman of the FEBS Fellowships Committee.

12. Within three months of completion of the Fellowship, a report written by the Fellow must be sent to the Chairman of the FEBS Fellowships Committee.

### **FEBS Fellowship Follow-up Research Fund**

1. The aim of this Fund is to help young scientists who have been recipients of a FEBS Long-term Fellowship to start work on return to their country of origin.

2. The award would provide a single sum of money which may be used to buy small pieces of equipment and specific consumable items but not to provide a salary or to defray travel/conference/publication or similar expenses. The maximum amount will be at present DEM 20,000

3. Only one award can be made to any individual. Applications will be assessed only once a year and must be received by the Chairman of the Fellowships Committee before 1st April: they may be made during the tenure of the Fellowship but not longer than 18 months after the end of the Fellowship.

4. The application should contain in five copies the following documents:

- a. A research proposal on the form provided by the Chairman of the fellowships Committee which will include
  - i. a statement from the responsible person in the Institution where the work will be carried out confirming that the applicant has been offered an independent career position and will have adequate research facilities to carry out the work.
  - ii. a description of how the FEBS grant will be spent stating reasons for this expenditure.
- b. Copies of the reprints, accepted preprints or manuscripts, including in these cases a copy of the acceptance letter, from the work performed under the Long-term FEBS Fellowship.

5. The applications will be assessed by the Fellowships Committee and the decision will normally be communicated to the applicants by 31st July of the corresponding year. Payments will be made by the FEBS Treasurer following the Fellowships Committee decision.

6. An audited financial report setting out the purchases made under the grant must be sent to the FEBS Treasurer within 15 months of payment of the grant.

#### **Collaborative Experimental Scholarships for Central & Eastern Europe**

These scholarships are restricted to students engaged in research for a doctoral thesis in the currently depressed economies of Central and Eastern Europe. Their aim is to support short visits to well-founded laboratories in Western Europe for the purpose of carrying out experimental procedures which would be impossible in the student's home country because of lack of resources.

1. Applicants should be a member of a FEBS Constituent Society.

2. These Scholarships are for short-term visits (normally not longer than two or three months), for the purpose of scientific collaboration, advanced training or employing techniques not available at the usual place of work.

3. It is expected that there will not normally be more than two visits, at least one year apart, during the period of research for a thesis. Students who have been in receipt of a FEBS Summer Fellowship may be restricted to one further visit to the Western laboratory.

4. The Scholarships are intended to cover travel and subsistence costs for the student only; expenses incurred by dependants are not provided for. Travel costs will provide for a second-class rail fare or an economy flight.

5. Application forms may be obtained from the Chairman of the FEBS Fellowship Committee whose address may be found at the FEBS web site. Completed Application Forms (three copies, written in English and accompanied by a self-addressed label) should be sent to the Chairman (applications by fax will not be considered). Three copies of the following documents should also be provided:

- A. Details of the research proposal on no more than two A4-sized pages of single-spaced text clearly indicating:
  - a. the nature of the work and an outline of the experiments proposed;
  - b. how this complements the objectives of the thesis; the title (or prospective title) of the thesis should be quoted;
  - c. why it is necessary to travel to a laboratory in another country to perform the work;
  - d. why the particular laboratory has been selected;
  - e. why the project will require the time period requested.
- B. A short curriculum vitae.
- C. A letter of acceptance from the head of the recipient institute or department, on paper with the official letterhead of the institute and countersigned by the leader of the group(s) in which the applicant will work, stating that the institute will receive the applicant.
- D. Letters of reference from:
  - i. the student's doctoral research supervisor confirming the need for the proposed experiments and that they cannot be carried out in the home country;
  - ii. and from an experienced scientist and university teacher who can assess the applicant's abilities and potential as a research scientist.
- E. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member.
- F. An estimate of the cost of return travel, in EUR, provided by a travel agent, between the place of residence and the host laboratory.

6. Applications may be made at any time but an application should reach the Chairman at least two months

before the proposed starting date. Retrospective applications cannot be considered.

7. A Scholarship should be taken up within six months of its award. Any delay will require the permission of the Chairman of the FEBS Fellowships Committee.

8. After completion of the work, students must send a short report detailing the work done while in receipt of the Scholarship to the Chairman of the Fellowships Committee. The FEBS Collaborative Experimental Scholarship should be acknowledged in any work published relating to the project funded and two reprints of each article should be sent to the Chairman of the Fellowships Committee.

9. Applicants should state whether applications have been submitted to other grant-awarding bodies for the same project and whether any other grants have been received towards the same projected visit.

10. No grant will be given by FEBS to the institute receiving the student to cover research costs or bench fees.

11. FEBS does not recognise recipients of its Scholarships as agents or employees and accepts no liability for their actions and activities, or for their health and safety. It is the responsibility of the student to ensure that the host institute is fully covered by the appropriate insurances.

12. Medical and travel insurance are not provided by FEBS. Recipients of grants are urged to ensure that they are fully covered.

13. FEBS is a non-governmental organisation and its grants are not automatically endowed with any tax privileges. It is the responsibility of the recipient to pay any taxes levied by a national authority.

14. The Scholarships are not awarded for attendance at courses, symposia, meetings or congresses.