

## FEBS ADVANCED COURSES PROGRAMME

### Guidelines for application for FEBS Course grants

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#### Format of the Courses

The Federation of European Biochemical Societies will support Advanced Courses on relevant, current scientific topics in biochemistry, biophysics, molecular, cellular and developmental biology.

The FEBS Advanced Courses Committee would welcome suggestions from scientists willing to organize **practical courses**. These courses are meant to familiarize the participants (15-20) with new and advanced techniques. In addition, FEBS will support **lecture courses**. These courses are given by a limited number of lecturers (15-20) and are characterized by a strong interaction with the participants (up to 100) by way of poster sessions, oral presentations and round-table discussions. A combination of practical and lecture courses is possible. FEBS **does not support** meetings or workshops. Special funds are available to organize practical courses (two/year) in Eastern Europe. These courses are meant to transfer advanced techniques including dedicated equipment to the region. Persons wishing to contribute to the FEBS Courses Programme should contact the Chairman of the FEBS Advanced Courses Committee. FEBS will also cosponsor courses that are supported by other grant giving institutions (e.g. EMBO, NATO, IUBMB, ESF, etc.).

#### Applications

Through the **application form** the potential organizer(s) will be asked the following items:

- Title, date and precise location of the Advanced Course.
- Proposed attendance (lecturers, tutors, number and type of students). Experience has shown that greatest benefit is obtained from courses with a ratio of students versus lecturers around 5:1.
- Detailed scientific programme/course calendar. An adequate programme should be developed for a duration of usually 5 to 6 working days.
- Proposed course budget in EURO and amount requested from FEBS. The award for a practical course is up to a maximum of EURO 35,000 and for a lecture course up to a maximum of EURO 28,000. The special award for a practical course in Eastern Europe amounts to a maximum of EURO 49,000 (including EURO 20,000 for equipment).

Information and application forms for course proposals can be obtained from the Chairman (address see below).

#### Deadlines

Applications should reach the Chairman at least one year prior to the date of the proposed course. Deadlines for submission of applications are set for the end of February and August; decisions will be made in the meetings of the Advanced Courses Committee shortly after these deadlines. The applicant will then be informed immediately. The Advanced Courses Committee will nominate one of its members to provide liaison with the organizer(s).

#### Youth Travel Fund

Attention of the course organizers is drawn to the possibility that students (under the age of 31) may apply for financial support from the FEBS Youth Travel Fund (YTF) to participate in a FEBS Course. These grants will provide substantial support towards travel, registration and accommodation. YTF grants may be awarded to all participants of practical courses and to a maximum of 25% of the participants of lecture courses. The course organizer(s) should select appropriate candidates (for details, see below).

#### Advertisement

After approval, FEBS Advanced Courses will be advertised through FEBS posters and announced in the FEBS bulletin, the European Journal of Biochemistry, in FEBS Letters, and at the FEBS WorldWideWeb site (<http://www.febs.unibe.ch/>). Financial matters (including the YTF grants) will be handled by the FEBS Treasurer.

### Conditions of Award

The award of a FEBS Advanced Course grant is contingent on the following commitments by the organizer(s):

- a scientific report on the activities has to be sent to the Chairman, within three months from the end of the course at the latest. This report, together with the course questionnaires completed by the participants at the end of the course, must also be sent to the member-in-charge;
- a financial account that documents the expenditure has to be returned to the Treasurer of FEBS at the end of the course.

### Present Addresses

**Chairman:** Professor Dr. Karel Wirtz, Centre for Biomembranes and Lipid Enzymology (CBLE), Utrecht University, P.O. Box 80.054, NL-3508 TB Utrecht, The Netherlands. Tel.: +31-30-2532546/2533443; Fax: +31-30-2533151; e-mail: [k.w.a.wirtz@chem.uu.nl](mailto:k.w.a.wirtz@chem.uu.nl)

**Treasurer:** Professor Dr. John Mowbray, Department of Biochemistry, University College London, Gower Street, London WC1E 6BT, England. Telephone and fax: +44-171-387 1831.

### Youth Travel Fund Applications

The Course organizers will be asked to help select appropriate candidates. They will receive application forms corresponding to the number of YTF grants allocated to that particular FEBS Course and to be forwarded to the candidates.

Through the application forms the candidates will be asked:

- Personal data
- In which country he/she is a student
- Which FEBS Constituent Society he/she is a member of
- Present position/present work/two recent publications
- Amount of money requested/other financial support
- Has he/she received a grant from FEBS in the past
- Modes of payment

### Conditions for award

1. YTF grants can only be used to support participation in courses sponsored or co-sponsored by FEBS.
2. Applicants should (a) be or have been, a student at an institution of higher learning in a country where there is a FEBS Constituent Society; (b) be a member of a FEBS Constituent Society; (c) be under the age of 31 years in the current year.
3. Awards will only be made to persons travelling from their current country of residence to *another* country.
4. The amount of the award shall be related to the distance from the applicant's place of work to the venue of the Course.
5. The awards shall be made by the Treasurer in consultation with the Course Organiser.
6. Only in exceptional circumstances may any of these conditions be waived.