

Application Guidelines

for the EMBO Strategic Development Installation Grants

In order to apply to the SDIG, application forms have to be submitted by both the applicant and the receiving institute.

The complete application for the **individual scientist** consists of 5 parts:

application form

These forms can be downloaded from the web site, and should be completed and edited on your computer screen. Please save as PDF and print for your own record and submit the file as a PDF together with the online form through our web site. For more detailed instructions, see overleaf.

online form

The information entered via the online form is fed directly into our database to help EMBO process your application. In addition to some personal data you are asked to provide a short CV, a summary of your research proposal and names and addresses of three scientists who will provide letters of reference for you. **Please enter your name and the name and email address of your referees as early as possible.** Your referees will automatically be contacted by us to submit their letters before the deadline. You may update your application up until the deadline, ie. 15 April 2007.

Your application form and publications must be uploaded via the online form.

your 2 best publications

Please submit PDFs of your 2 best papers with the online form. Please ensure the files are unprotected, otherwise they cannot be printed.

letters of reference

Three letters of reference will be requested directly via the online application system. Please provide the email addresses of your three referees in your online application form up to 4 weeks prior to the deadline. The referees will be contacted directly by EMBO.

Letters will only be accepted via our online form, for further details see the online form section above.

signature page

Please send a signed version of the "confirmation by applicant" page of the application form by standard post. Please include an unsigned version with your application form submitted through the website. This page should only be signed by the applicant. We will ask the institute to provide a separate form "confirmation by the institute".

Please coordinate your application with that of the receiving institute.

For a detailed description of the selection procedure, please see our website at: <http://www.embo.org/yip/sdig.html>

Should you have further questions regarding the application process, please contact yip@embo.org

→ application form instructions:

curriculum vitae

Please provide the title of your position and institute name as well as your professional experience and education in reverse chronological order, i.e. latest information first. Please follow specifications on the form.

list of publications

When listing your publications, please specify the career stage from which the work originates. Underline your group members in publications from your own independent group where applicable.

synopsis of recent work

In brief, please describe the research carried out during your PhD (5 – 10 lines) and post doc (limited to a total of 1 page).

research proposal

For evaluation by the selection committee, it is critical that the applicant can demonstrate the ability to design original and independent scientific projects. The research proposed should be independent of research carried out at the receiving institute.

budget outline

Please roughly outline how you would allocate the budget available to you and additional budget from the institute.

justification of choice of institution

Please describe why you chose the receiving institute, who are your relevant colleagues and describe the offer detailing space, equipment, staff, access to central facilities, teaching and/or other duties.

confirmation by applicant

Please send a signed copy of this page to EMBO via standard post. An unsigned version should be included in the application submitted online.