



# ICGEB SMART Fellowships

## Scientific Mobility for Advanced Research Training

### 2014 Call for applications and guidelines

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## **GUIDELINES**

### **PURPOSE**

ICGEB offers fellowships to young scientists from ICGEB Member States to enable them to spend between three and twelve months at a research institution in an ICGEB Member State other than their own, to enhance skills building of promising young scientists helping them to acquire specific hands-on research capacity available from the receiving laboratory.

### **SUBJECT AREA**

Basic sciences, human health care, industrial and agricultural biotechnology and environmental bioremediation.

### **ELIGIBILITY**

Fellowships are offered to young scientists holding at least an MSc or equivalent degree.

Eligible applicants should work in any area of research having a potential translational benefit for the applicants' home laboratory. They should be citizens of an ICGEB Member State, enrolled or employed by a research and training institution in an ICGEB Member State and wish to be trained in a laboratory of an ICGEB Member State other than their own.

There is no age limit. However, preference is given to young scientists at the beginning of their research career.

SMART Fellowships are not intended to prolong visits begun under other auspices, to support participation to courses, workshops or symposia or as bridging fellowships between, or prior to, long term stays funded by ICGEB or other organizations.

### **TERMS AND BENEFITS**

The fellowships are offered for a minimum of three months and a maximum of twelve months.

ICGEB assumes that the fellow will be granted pay leave from his/her institution.

The fellowships cover international economy return travel, health insurance plus subsistence of the fellow only and not of dependents, ranging from 800 to 1.500 US\$ per month according to local conditions in the receiving country and seniority of the applicant. Additionally, a monthly bench fee allowance of US\$ 500 is foreseen.

The fellowship will be paid by bank transfer to the fellow's bank account. Upon joining the receiving laboratory, ICGEB will transfer the bench fees allocation to the receiving institute who will be responsible for the management of the amount and reporting of the expenditures to ICGEB.

The host institution is expected to ensure that adequate provisions are in place for the specific research project and make the bench fee allocation available to the ICGEB SMART Fellow immediately and free of administrative overheads.

**APPLICATION & SELECTION** The ICGEB Fellowships Committee evaluates applications on the basis of scientific merit.

**There is no deadline**, however it is recommended to apply at least three months before the proposed starting date.

Applications will be reviewed on a case-by-case basis within one month from receipt.

ICGEB will evaluate applications assessing the impact of the SMART fellowship on the fellow's career, the benefit for the applicant's home laboratory and the competence, skills and equipment available in the receiving laboratory.

ICGEB will positively value any additional support provided by the receiving institute to the fellow's living expenses (i.e. a direct contribution for living expenses, guest house accommodation, etc.)

Applications should be completed in English. The application form consists of two parts:

### **Part 1 Applicant's personal information and project proposal**

Must be completed by the applicant and the head of the applicant's home institution. Material requested:

- the completed application form;
- passport-size photograph as a separate JPEG file;
- copy of passport page giving personal details (even if expired);
- the applicant's curriculum vitae with full list of publications
- two signed letters of recommendation on institutional headed paper from referees who are familiar with the applicant's work.

### **Part 2 Acceptance by the receiving institute**

Must be sent by the applicant to the head of the laboratory he/she intends to visit, together with a copy of Part 1 (for information). The acceptance form should provide:

- a sufficiently detailed description of the facilities made available for the proposed research project, including information on any additional assistance granted (i.e. accommodation, logistic support, additional financial resources made available for the project, etc),
- a statement of the supervisor in the receiving laboratory and his/her CV.
- signature of the Legal Representative of the receiving institute confirming that no administrative overheads will be charged in the administration of the ICGEB SMART bench fees

Part 2 is to be returned to applicant.

## **SUBMISSION**

**The applicant is responsible for the submission of complete applications** to the ICGEB Fellowships Unit as single ".zip" file comprising part 1, part 2 and the relevant attachments via e-mail for evaluation to: **[fellowships@icgeb.org](mailto:fellowships@icgeb.org)**

An official acknowledgement will be sent to the applicant, the ICGEB Liaison Officer of his/her home country, to the head of the receiving institute and the ICGEB Liaison Officer of the receiving institute, once the application has been processed.

## **FINAL REPORT**

Awarded candidates will be requested to submit a final report that will be jointly prepared with the host supervisor to enable ICGEB to evaluate the impact of the SMART fellowship funding on mobility for research training

### **IMPORTANT**

**Applications cannot be considered unless Part 2 has been entirely completed**

**Applications that are unsigned, incomplete, illegible or filled out in a language other than English cannot be accepted.**