

Theory@EMBL Visitor Programme application guidelines for Internship Students (trainees)

1. Background

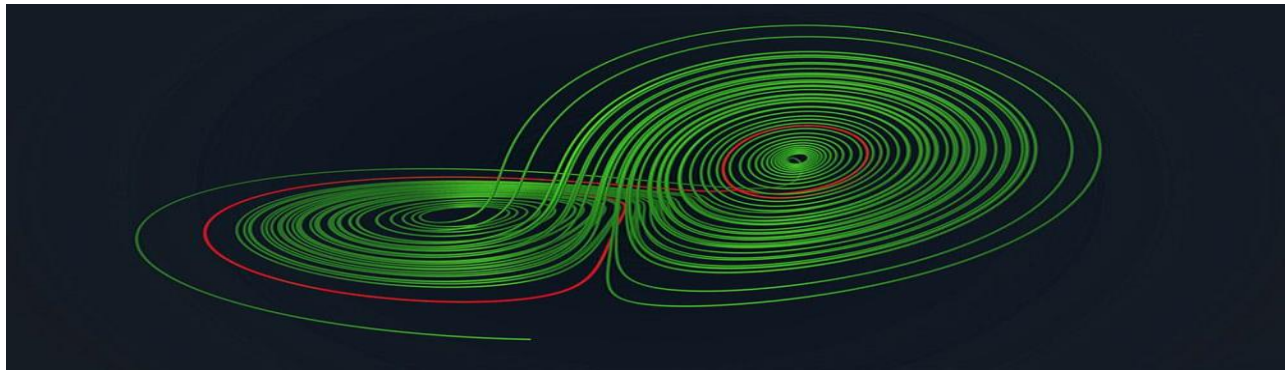
The visitor/sabbatical programme is part of a wider EMBL activity (“Theory@EMBL”) that aims to promote theory-based approaches across EMBL. This includes strengthening existing data-driven and modelling activities but – importantly - also taking a leap forward and putting emphasis on conceptual theory (deductive approaches, ‘Figure 1 theory’)*.

The programme offers researchers working on theoretical and mathematical modelling aspects of biology the opportunity to apply for financial and organisational support for visits to any of EMBL’s sites. The goal of the programme is to support the initiation or deepening of scientific collaborations, and to connect theory-oriented researchers with cutting-edge molecular biology research, new experiments, data and experimental research groups.

*more information about [Theory@EMBL](#) is available on the website.

2. Sabbatical Visitor Programme Outline

The Theory@EMBL Visitor/Sabbatical Programme will support collaboration of internship students (trainees) and EMBL groups by offering **fellowships**. These fellowships are designed to enable the mobility of trainees to all EMBL sites. Several fellowships will be awarded per year for trainees to undertake a visit to EMBL with an expected duration **between three weeks and six months**. Funding is provided for **travel** to EMBL (according to defined travel caps) and associated costs such as **accommodation** (if available, in an EMBL guesthouse). A monthly subsistence will be paid.



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3. Application and Selection

3.1. Eligibility

Undergraduate students are encouraged to apply for a Theory@EMBL Visitor/Sabbatical Programme fellowship. There are no restrictions on age, gender, scientific background or country of origin, except for EU/UN-sanctioned institutes.

3.2. Application process

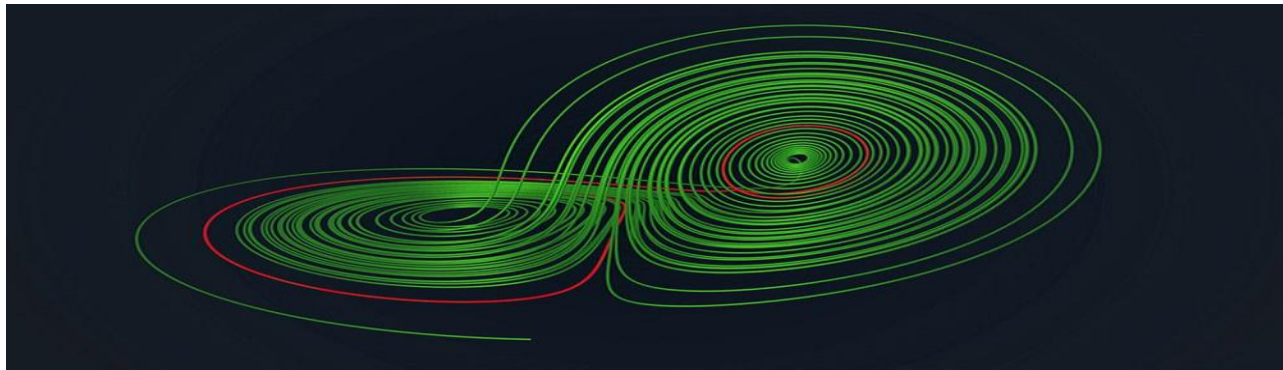
Applications must be developed based on a mutual agreement between the applying trainee and at least one EMBL Group or Team Leader acting as a **local host**.

Trainees should ideally provide a **clear timeline** for the visit.

Applications shall be submitted using the supplied application form. Please also make sure to attach your current **CV** including your research experience.

3.3. Timeline

Applications can be submitted for deadlines set every three months (31 March, 30 June, 30 September and 31 December). We recommend that trainees start their visit between 3 and 6 months after the selection of their project to allow sufficient time for making the necessary arrangements for the visit in terms of visa, housing, etc.



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3.4. Evaluation process

A selection committee composed of the Theory@EMBL Working Group, comprising representatives from all EMBL sites, will convene to evaluate applications based on the criteria described in 3.2. The Scientific Visitor Programme will inform successful applicants of the evaluation by e-mail and provide brief feedback to unsuccessful applicants.

4. Administration of the Fellowships

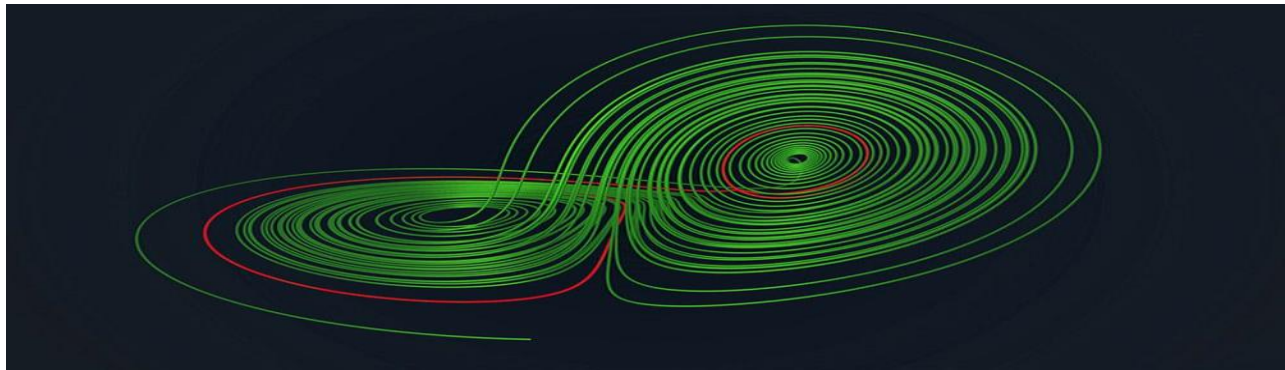
4.1. Pre-award process

Once a fellowship has been granted, the trainee must inform the host and the Scientific Visitor Programme when they intend to undertake the visit. The start should be **within 6 months of the award** of the fellowship. EMBL will assist the trainee in the organisation of travel, accommodation and the provision of visa-related documentation.

4.2. Budget

4.2.1. Travel costs

The trainee's travel costs will be paid by EMBL **according to defined travel caps** based on the researcher's home institute country. Individual travel costs should not exceed the following limits: Germany 250 €, Europe 450 €, East Coast USA & Canada, China, Israel 1,250 €, West Coast USA & Canada and India 1,500 €, Rest of the world 2,000 €. The costs of the trainee's travel to EMBL will be covered by EMBL at a rate not exceeding that of the most economic, reasonable and rational means of transport.



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4.2.2. Associated costs

EMBL will provide financial support towards **accommodation** costs, taking local and EMBL site specific circumstances into account. A monthly **subsistence** will be paid.

4.3. Visiting Status

Accepted trainees will receive a trainee contract from EMBL's Human Resources department. The trainee is responsible for completing the necessary documentation and processes.

5. Conditions of the Theory@EMBL fellowships

5.1. General Conditions

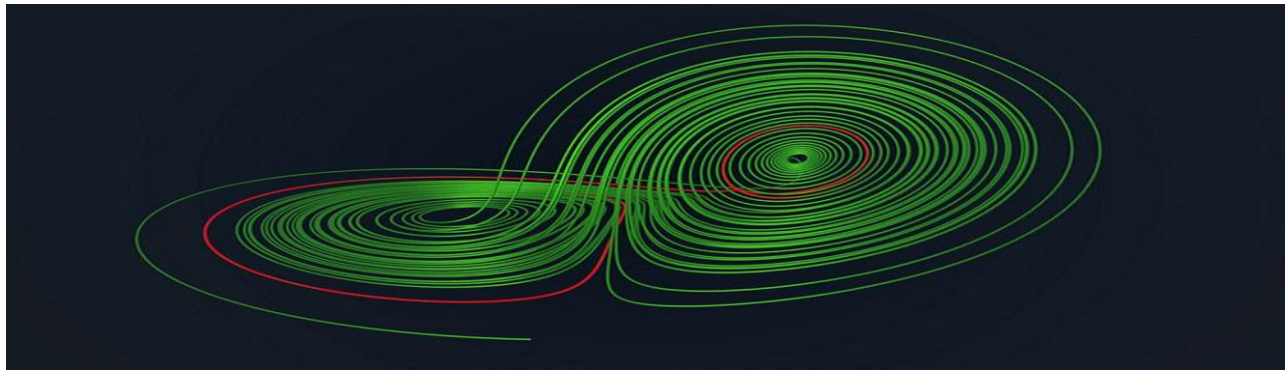
The trainee will typically remain enrolled at their University during the internship. The trainee will abide by the relevant EMBL Rules and Regulations. They will be entitled to the relevant services and administrative support that is customary for trainees at EMBL. A proof of health insurance will need to be provided.

5.2. Results and Reporting

A brief activity report summarizing the progress in initiating and deepening scientific collaboration with EMBL group(s) shall be submitted at the end of the visit.

5.3. Communication and Acknowledgement

Trainees shall acknowledge the Theory@EMBL Visitor programme in any publication, presentation, poster or other work resulting from the visit and inform the [Scientific Visitor Programme](#). The following written acknowledgement is our suggested wording: "This



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work is supported by a Theory@EMBL Visitor fellowship”. Please use the Theory@EMBL logo in presentations/communications.

Contact

For any questions about this document or Theory@EMBL, please don't hesitate to contact us.

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