

FEBS Advanced Courses Programme

Guidelines for Course Organizers

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1 ABOUT THE PROGRAMME

The Federation of European Biochemical Societies (FEBS) is one of the largest scientific organizations in the European community, established to advance research and education in biochemistry, molecular biology and related biosciences as a charity for the public benefit. FEBS funds scientific and educational events on advanced topics in these areas, focused on promotion of life sciences in Europe and enhancing collaboration between different regions. Applications for financial support of events described below should be submitted to the FEBS Advanced Courses Committee (FEBS ACC) by the announced deadline. Organizers of these events may also apply for FEBS Youth Travel Fund (YTF) grants to support participation of PhD students and young scientists (see Glossary) from countries with FEBS Constituent Societies, and in justified cases also from Asia, North and South America, and Africa.

2 TYPES AND CHARACTERISTICS OF FEBS-FUNDED EVENTS

FEBS support courses on relevant, current scientific topics in biochemistry, genetics, biophysics, molecular-, cellular- and developmental biology, as well as systems and quantitative biology. Organizers are also encouraged to consider gender as well as science & society issues in course programs if possible or applicable.

2.1 FEBS Advanced Lecture Courses

FEBS Advanced Lecture Courses (ALC) should address topical subjects of general importance and allow participating young scientists to interact with invited scientific leaders in the field during oral presentations, poster sessions, round-table discussions and tutorials. As the focus is on teaching and training, lecturers are asked to present introductory lectures followed by state-of-the-art presentations. The number of participants at these events should not exceed 120, including up to 20 speakers. Previous experience has shown that greatest benefits are obtained from courses with a ratio of students versus lecturers of around 5:1. An adequate ALC programme should be developed for a period of usually 5 to 10 working days. Organizers may apply for YTF grants to support participation of up to 20% of participants. The course should be organized at least 4 weeks before or 4 weeks after the FEBS Congress (<http://www.febs.org/our-activities/annual-congress-forums>).

2.2 FEBS Practical Courses

FEBS Practical Courses (PC) teach advanced experimental and computational methods in the molecular life sciences; emphasis should be on hands-on experiments so that young scientists can apply these methods in their home laboratories. The number of students participating in these courses should not exceed 24. Lecturers and tutors can be invited to present lectures that provide a theoretical background to the experiments. Previous experience has shown that the best ratio of tutors/teachers to students is around 1:2. An adequate PC programme should be developed for a period of usually 5 to 10 working days. Organizers may ask for YTF grants to support up to 50% of attending young scientists. The dates of the event should not overlap with dates of the FEBS Congress of the same year (<http://www.febs.org/our-activities/annual-congress-forums>).

2.3 FEBS Combined Practical & Lecture Courses

FEBS Combined Practical & Lecture Courses (PLC) should have strong hands-on training elements in order to teach participating students basic and advanced techniques in molecular life sciences, in addition to providing lectures and seminars. Therefore, the number of participants in these courses is limited to 60 and the ratio of lecturers to students should be around 1:5. Organizers may apply additionally for YTF grants to support up to 50% of participating young scientists. The dates of the event should not overlap with dates of the FEBS Congress of the same year (<http://www.febs.org/our-activities/annual-congress-forums>).

2.4 FEBS Workshops

FEBS Workshops (WS) should address timely topics of high scientific interest, bringing together experts and interested young scientists in a forum that is different from the lecture courses by enhancing interactions and contacts among lecturers and students. The purpose is to bring experts and interested people together to discuss the most recent developments in a certain field. Oral presentations, poster sessions and round-table discussions are recommended to ensure active involvement and mutual interaction of all participants. To maintain an informal atmosphere and an optimal forum for the exchange of ideas and information, the number of participants should not exceed 100, including up to 20 invited speakers. An adequate WS programme should be developed for a period of usually 3 to 5 days. Organizers may apply for YTF grants to support up to 20% of participating young scientists.

2.5 Joint FEBS/EMBO Lecture Courses

Joint FEBS/EMBO Lecture Courses have the same focus and format as FEBS Lecture Courses, but are financed jointly by FEBS and EMBO. Therefore both parties need to approve these Applications. Up to five joint events can be financed annually. Attendance of these events should not exceed 120

participants, including speakers, and the ratio of speakers to participants should be around 1:5. In addition to the basic grant, Organizers of Joint Courses may apply for FEBS YTFs as well as for EMBO Lectureships. Further information is given below in the section on Co-funding. Organizers will receive notification about a joint FEBS/EMBO decision on funding through the FEBS ACC Office. For funded courses, organizers will obtain 75% of the total grant from FEBS before the course. EMBO will provide the final payment of remaining funds after acceptance of the final reports (financial and scientific) by both FEBS and EMBO committees. The course should be organized at least 4 weeks before or 4 weeks after the FEBS Congress (<http://www.febs.org/our-activities/annual-congress-forums>).

3 CO-FUNDING POSSIBILITIES

FEBS encourages organization of Advanced Courses, Workshops, Practical Courses and Combined Practical and Lecture Courses, that are supported by other relevant funding bodies, commercial organizations and industry, assuming that the terms and conditions of co-funding are in agreement with FEBS policy, and FEBS is recognized as the main funding organization. Co-funding is welcomed to stress the wider scientific and technological importance of the proposed events and their topics.

There is no limit on the number of co-funding sources. However, the status of co-funding (decided or pending grants) should be clearly mentioned in the Application and listed in the Budget form submitted to FEBS. Failure to inform the Advanced Courses Committee about participation of other financing bodies will make the application ineligible for FEBS support.

- After events are approved for funding, Organizers of FEBS Advanced Lecture Courses, Workshops may apply for financial support up to 2000 USD from the International Union of Biochemistry and Molecular Biology (IUBMB) to host one “IUBMB Speaker” from outside Europe for one FEBS event. Organizers should send a brief CV of the nominee to the IUBMB Executive Committee Member for Congresses and Conferences for approval. Guidelines and conditions for financing of IUBMB Speakers can be found on the IUBMB website.
- Joint FEBS/EMBO Lecture Courses are funded by both parties and should be approved by the FEBS and EMBO evaluation committees. Besides the basic grant, organizers may apply for FEBS YTF grants to support up to 20% of participants for one event. EMBO may finance one Plenary Lecture, one EMBO Young Investigator Program (YIP) Lecture, one Science & Society Lecture and one Women in Science Lecture. In these courses both FEBS and EMBO should be recognized as the main funding organizations.

- FEBS may also cooperate with other European Societies and IUBMB-related non-European Societies in the field of molecular and cellular life sciences in the funding of joint meetings and courses.

4 WHO CAN APPLY?

All scientists with an international reputation and a commitment to teaching and training are welcome to submit applications for funding from the FEBS Advanced Courses Programme. However, members of the FEBS Advanced Course Committee cannot take part in organizing FEBS courses while the members are in the committee.

A short CV (up to 3 pages) of the main Organizer should accompany the application submitted to the FEBS Advanced Courses Committee. The Committee appraises the scientific excellence and teaching experience of applicants, as well as their previous involvement in organizing international meetings and workshops. If the main organizer has participated in the FEBS Advanced Courses Programme, confirmation of timeliness of reporting of these events should be included. It is not a requirement that the main Organizer is a member of a FEBS Constituent Society; however, liaison with the FEBS society in the country where the course takes place is recommended.

5 SUBMISSION OF APPLICATIONS

All applications to the FEBS Advanced Courses Programme should be submitted through the online submission system in the Advanced Courses section of the FEBS website, and the application deadline(s) will be announced at the beginning of each year. There is only one call in each year for funding of the courses taking place in the following year. It is important to note that applications for events in the same year are not accepted.

For online submission, the main Organizer should set up a user account to log-in to the 'Course Applications and Reporting' system on the FEBS website. The course application forms can be retrieved from FEBS website. Care should be taken to use the correct forms for each course type freshly downloaded from our site. The following documents are requested from the applicant:

- The completed application form (both doc and pdf) files are required. Organizer(s) are asked for the following details:
 - Title, date and precise location of the course.
 - Proposed attendance (lecturers, tutors, number and type of students).
 - Detailed scientific programme/course calendar.

- A short synopsis comprising the course title, place, dates and brief course description (doc file up to 200 words).
- Proposed course budget form (excel file) in Euro and total amount requested from FEBS. All other financial support has to be listed in the budget.
- The CV (up to 3 pages) of the main organizer.

These files should be uploaded to the online submission section of the website. The FEBS Advanced Courses Committee evaluates these applications within three months from the submission deadline. Applications reaching the committee after the deadline will not be eligible for evaluation, but may be resubmitted in the following year for the next committee meeting.

6 EVALUATION CRITERIA

Submitted FEBS applications are evaluated by the Advanced Courses Committee members (elected by the FEBS Council) and the final decisions about financing of these applications are made at the Committee meetings.

To be approved, the Application should include: convincing justification of the topic and its suitability for the Advanced Courses Programme; a list of invited speakers, describing their expertise and leading role in the field and demonstrating balanced gender representation; a detailed daily programme for the whole period of the event, usually covering 3-10 days, depending on the course type, and also providing opportunities to discuss science and society issues.

Applicants should also try to apply for industrial support. Details of promised industrial support (if applicable) should be included in the application form.

Organizers should delineate the principles of selection of participating young scientists and other participants. In the case of re-occurring courses, the overlap between the lecturer list of the actual new event and the most recent previous event should not exceed 50%.

When deciding on the course venue the organiser should consider transportation possibilities and reasonable cost (e.g. avoid expensive holiday resorts) since among other issues the Committee will consider justification of the location of the event and relevance of the proposed budget. The dates of any event should not overlap with dates of the FEBS Congress of the same year, and all FEBS Advanced Lecture courses and FEBS/EMBO Lecture Courses should be organized at least 4 weeks before or 4 weeks after this Congress.

Explicit titles, clearly indicating that the event is funded by FEBS (or FEBS and EMBO in the case of the Joint FEBS/EMBO Lecture Courses) are required (cf. Point 9).

7 EVALUATION RESULTS

The Decision Letter from the FEBS Advanced Courses Committee will inform the main Organizer about the evaluation outcome. In the case of approved applications this letter may also list additional conditions for receiving the award. In the case of applications that are not approved, the letter will list reasons for this decision.

8 MEMBER IN CHARGE

For each approved course, one member of the Advanced Courses Committee will be nominated as “Member-in-Charge” (MIC) to ensure operative contacts between the Committee and the main Organizer. The name and contact details of the appointed person will be listed in the Decision Letter.

Organizer responsibilities towards the MIC:

The appointed MIC should be kept informed by the Course Organizer about the event preparation and must be invited to attend the Event to help assess its success and to make a brief presentation about FEBS. The Organizer is responsible for contacting the MIC before the registration deadline, and arranging the accommodation, meals and special events for them. The costs of the MIC should be financed by the Organizer from the course budget, except for their travel and accommodation costs, which are reimbursed by FEBS ACC. The MIC should not be asked to pay any registration fee.

MIC responsibilities:

FEBS ACC members can take on the MIC role while they are in the committee and also in the year following the end of their membership term, but not further on.

The MIC should attend at least a part of the course and should ask for replacement from the Committee Chair and the Committee if in any case he or she cannot present at a course. The MIC will be provided with a short set of slides for the presentation about FEBS from the FEBS Communications Officer.

The MIC is responsible for following the Organizer’s work, focusing on the given conditions and especially the publicity and budget requirements to be obeyed as far as possible. MICs are also supporting the Organizers to arrange a course that meets FEBS ACC standards and concepts.

After the course the MIC evaluates the course using the MIC evaluation form; this report should be sent to the ACC Chair by e-mail, at least one month before the next ACC meeting. All of these evaluations will be discussed on the next ACC meeting, and a final Committee report will be formulated about each course; these will be stored and considered in the cases of re-occurring

courses. Based on the original Questionnaires sent by the Organizer, the MIC also checks that the Evaluation summary of the event correctly summarizes the participants' opinions. The original questionnaires should then be sent to the FEBS Advanced Courses Committee Secretariat.

9 ADVERTISING AND PUBLICITY

The Organizers should create course websites no later than 6 months before the event and publish and distribute course posters. They are also encouraged to announce their courses by using other means of their own choice. The FEBS logo must appear on all printed and web-based materials advertising the event. In addition, links to FEBS' publications (FEBS Journal, FEBS Letters, FEBS Open Bio and Molecular Oncology) should appear prominently on the event website and an advert about Journals should be printed in program booklets. Organizers are asked to allow the MIC to present some slides about FEBS activities, usually in the opening session of the event. All these materials will be supplied by FEBS.

The event title should contain reference to FEBS (i.e. FEBS Advanced Lecture Course + course title, FEBS Practical Lecture Course + course title, FEBS Practical Course + course title, FEBS Workshop + workshop title, FEBS/EMBO Joint Lecture Course + course title).

The approved Courses and Workshops will be advertised through publication and distribution of the FEBS Advanced Courses Poster, and the key information for each course, together with the short synopsis, will be published on the FEBS website as well in *FEBS News*.

10 BUDGET AND FINANCING

The Application Forms include a budget table to be completed by the main Organizer. The total expenditure shown in this table consists of a FEBS basic grant, income from the registration fee for participants and all other available support. Income from the Youth Travel Fund grants cannot be included in this table.

The FEBS basic grant provides funds to cover travel (economy class) and subsistence of invited speakers (entries a, b), and general costs of course organization, including secretarial help and cost of course materials (entries d–g). Please note that the FEBS basic grant cannot be used to cover living expenses of students and other participants (entry c). FEBS also cannot pay honoraria to speakers or provide funds to cover the costs of professional congress organizers.

All budget items must be clearly detailed in the budget form and properly justified in the application. Different events of the FEBS Advanced Courses Programme have the following limits to the basic FEBS grant, and these amounts should be considered when drafting applications:

Event	Maximum funding from FEBS
Advanced Lecture Courses	25 000 €.
Joint FEBS/EMBO Lecture Courses	15 000 € (a matching basic grant will be awarded by EMBO)
Workshops	20 000€.
Practical Courses and Practical & Lecture Courses	20 000 €.

Importantly, these amounts do not include the YTF awards, which are allocated as bulk sums and should not be included in the proposed budget, but should be indicated in the financial report form.

After approval of submitted applications by the FEBS Advanced Courses Committee, the Organizers will receive a Decision Letter together with the Disclaimer and Declarations Forms. The two latter documents should be completed and returned to the FEBS Treasury. The allocated grant will afterwards be sent to the bank account indicated by the Organizer. It should be stressed that the main Organizer is fully responsible for the proper use of the FEBS basic grant and would be responsible for covering any deficit in the case of overspending. In the case of a surplus this amount should be returned to the FEBS account by the end of reporting period, proportional to the amount of FEBS' financing. Any changes in the approved budget require FEBS approval.

It is important to note that the Organizers have no right to enter into any commitments or render any services in the name FEBS.

11 REPORTING

By signing the Appendices to the Decision Letter and receiving the FEBS grant, the main Organizer agrees to present a complete Report of the event, and this reporting procedure must be completed within three months after the end date of the event. Standard reporting forms can be downloaded from the FEBS website. After completion, reporting forms should be uploaded to the 'Course Applications and Reporting' system on the FEBS website (using the log in created at the time of application). The full set of Reporting Forms includes: Scientific Report (doc or pdf file), Evaluation Summary (excel file), Participants Statistics (excel file) and Financial Report (excel file). A hardcopy of the Financial Report with the original signature of the main organizer should be sent to the FEBS Treasury by surface mail.

All events receiving FEBS support are subject to anonymous evaluation by participants, including young scientists and invited speakers. For this evaluation, the download section includes the FEBS Questionnaire, which should be printed and distributed to all participants. On the basis of this information the Evaluation Summary form should be completed by the Organizer and uploaded on the FEBS website, while the original Questionnaires should be sent to the Member-in-Charge of the event, appointed by the Advanced Courses Committee and mentioned in the Decision Letter. The mandatory return quota of original completed Questionnaires is 50% for all events financed by FEBS.

After assessment of reports and concluding remarks of the Member-in-Charge, the FEBS Advanced Courses Committee will record its verdict for future reference. Failure to present reports on time or inadequate reporting will preclude financing of any subsequent application by the Organizers.

The Financial Report should give detailed account of the income and expenditure for the course. All income and all expenditure is to be included. Additional rows are to be added, by the Course Organiser, in the income and expenditure sections if appropriate. The column titled Notes is available to give descriptions or explanations for items of income and expenditure. Expenditure should be at the value excluding sales tax, where this may be reclaimed by the course organiser. Personnel costs may be calculated from timesheets or other documents from a payroll system.

A list of all invoices and receipts should be written on the third page – the documents are NOT to be included in the report and should not be sent to FEBS. However, FEBS reserves the right to ask to inspect financial documents relating to the course.

The course organizer should keep all receipts and invoices for three years, as they might be required for inspection by the UK Charity Commission.

12 YOUTH TRAVEL FUND (YTF) GRANTS

Course Organizers can apply for YTF grants to support participation of PhD students and young scientists in events of the FEBS Advanced Courses Programme.

There are two types of YTFs: - 1. **YTF** and 2. **Trans-YTF**. Most FEBS YTF funding is awarded to Organizers for support of participation of students and postdocs from within the FEBS area, but in addition Organizers can apply for one transcontinental YTF (Trans-YTF) award to assist participation of a young scientist from outside the FEBS area. Trans-YTF awards are offered as a result of financial support from IUBMB (to FEBS) for participation of scientists from outside the FEBS area in FEBS Advanced Courses.

A FEBS YTF grant may be up to a maximum of 800€ per person and is to be used to fully cover the registration fee, including accommodation and meals (or to partially cover the registration fee where the registration fee is greater than 800 €) and support the travel costs. None of the YTF awardees from the FEBS area should receive more than 800€ as a YTF grant. Therefore, the total of the registration fee and travel support must be less than 800€ per YTF. A maximum of 100% of the total actual travel costs may be reimbursed to YTF awardees from CEE countries and up to 80% to those from other countries of the FEBS area (cf. Section 14). Transcontinental YTF awards may be a maximum of 1500 USD per person and covers the full registration fee (or partially the registration fee where it is higher than USD1500) including accommodation and meals. It may also cover travel costs. Applicants need to provide evidence of their actual travel costs for YTFs and trans-YTF.

Following the allocation of a budget for YTF grants by FEBS, the organizer should select candidates on merit, bearing in mind the eligibility criteria set by FEBS (see below).

Details of the application procedure for FEBS YTF grants and the FEBS eligibility criteria should be presented on the course website, which should include a prominent link to the FEBS YTF page (<http://www.febs.org/our-activities/advanced-courses/youth-travel-fund/>), using the words 'FEBS YTF awards'. They are as follows and only in exceptional circumstances may any of these conditions be waived.

For YTF awardees from the FEBS area:

- The applicant should be not older than 35, should be registered as a PhD student at an institute of higher learning in a country where there is a FEBS Constituent Society or should be a postdoctoral scientist within five years of having completed a PhD thesis, working in a country where there is a FEBS Constituent Society;
- The applicant must be a member of a FEBS Constituent Society and must provide a valid certificate of membership;
- The applicant must not have received a grant from the Youth Travel Fund to attend a FEBS Course / Workshop in the current year or previous year, nor a Bursary to attend the FEBS Congress in the current year, nor a grant to attend the FEBS Young Scientists' Forum in the current year;
- The applicant cannot be a resident of the country hosting the event;
- For awards with travel funding, only travel within the FEBS area from the applicant's current country of residence to the country hosting the FEBS event is supported.
- Young scientists from the Organizers' laboratories are not eligible for FEBS YTF awards.

For YTF awardees from outside the FEBS area:

- The recipients of transcontinental YTF awards should work in a country that has an IUBMB Adhering Body but does not have a FEBS Constituent Society.
- The applicant should not be older than 35, should be registered as a PhD student at an institute of higher learning in a country where there is an IUBMB-adhering body but not a FEBS Constituent Society, or should be a postdoctoral scientist within five years of having completed a PhD thesis, working in a country where there is an IUBMB-adhering body but not a FEBS Constituent Society;
- The applicant must be a member of an IUBMB-related society and must provide a valid certificate of membership;
- The applicant should not have received a grant from the Youth Travel Fund to attend a FEBS Course / Workshop in the current year or previous year, nor a Bursary to attend the FEBS Congress in the current year, nor a grant to attend the FEBS Young Scientists' Forum in the current year;
- Awards will only be made to support travel from the applicant's current country of residence to the country hosting the FEBS event;
- Young scientists from the Organizers' laboratories are not eligible for FEBS YTF awards.

The YTF applicants should send the completed applications together with documented proof of their eligibility and a recommendation letter from the current or previous supervisor (if applicable) to the Course Organizer by the deadline announced. When the Organizers take into account scientific achievements of the YTF applicants, the length of the applicants' research periods should also be considered.

The Course Organisers should produce a ranked list of their short-listed YTF applicants and send the applicants on the list the FEBS Treasury YTF form. This should be done at least 10 weeks before the course. The Course Organizer is to state that they have been short-listed for a YTF grant, and that the grant is subject to eligibility and funding.

The YTF application is to be completed by the applicants and emailed to FEBS Treasury. FEBS Treasury will confirm the eligibility, the names and the amounts of the awards to the Course Organizer and awardees as soon as all YTF Application Forms are received. The total value of the YTF registration fees will be transferred to the Course Organizer. The travel portion of the YTF awards

will be made directly to the bank accounts of the successful applicants. The Course Organizer must notify the FEBS Treasury of the names of the YTF participants within a week of the course. Records of the YTF payments should be kept for three years, along with all other receipts and invoices, as they might be required for inspection by the UK Charity Commission.

13 CONTACT ADDRESSES

FEBS Advanced Courses Committee Secretariat	Prof. Beáta G. Vértessy – FEBS ACC Chair Ms Kinga Nyíri – FEBS ACC On-Site Administrator Institute of Enzymology, Hungarian Academy of Sciences Department of Applied Biotechnology, Budapest University of Technology and Economics Szt Gellért tér 4 1111 Budapest, Hungary E-mail: nyiri.kinga@ttk.mta.hu
FEBS Treasury Office	Prof. Sir Alan Fersht FRS FMedSci – FEBS Treasurer Ms Barbara Baron – FEBS Treasury Manager 98 Regent Street Cambridge, CB2 1DP, UK E-mail: baron@febs.org
IUBMB Executive Committee Member for Congresses and Conferences	Prof. Efsthios S. Gonos IUBMB Executive Committee Member for Congresses and Conferences e-mail: sgonos@eie.gr

14 GLOSSARY OF TERMS AND ABBREVIATIONS

ACC	The FEBS Advanced Courses Committee
ALC	FEBS Advanced Lecture Course
CEE countries	Central and Eastern European countries, including Armenia, Azerbaijan, Belarus, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kyrgyzstan, Latvia, Lithuania, Macedonia, Moldova, Morocco, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Ukraine.
Constituent Society	One of the FEBS Member Societies or FEBS Associate Member Societies
EMBO	European Molecular Biology Organization
EFLC	Joint FEBS/EMBO Lecture Course
FEBS	Federation of European Biochemical Societies
Invited speaker	Internationally recognized leading <i>scientist</i> in a given field, invited to participate in an event of the FEBS Advanced Courses Program
IUBMB	International Union of Biochemistry and Molecular Biology
MIC	Member-in-Charge, person appointed by the FEBS Advanced Courses Committee for each approved application to ensure close contacts between the Committee and the main Organizer
PLC	Combined Practical and Lecture Course
Tutor	Co-organizer of course or workshops; usually involved in course organization, experimental planning and supervision of students work during practical courses
WS	FEBS Workshop
Young scientist	Graduate (PhD) student or research fellow within 5 years of obtaining PhD
YTF	Youth Travel Fund of FEBS