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## 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(s). 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 supports 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, career development, as well as science & society issues in course programs. FEBS suggests to denote a plenary lecture as a “Women in Science” lecture, to be held by a prominent woman scientist.

### **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 1 week before or 1 week after the FEBS Congress (<https://www.febs.org/our-activities/annual-congress-forums>). Under special circumstances this kind of event can be realized virtually, although this should be discussed and approved by FEBS ACC.

## **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. Therefore, the number of participants including speakers and tutors in these courses is suggested to be around 36. 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 (<https://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 45 and the ratio of lecturers to students should be around 1:3. Thus the number of participants including speakers in these courses is suggested to be around 60. 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 (<https://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. The dates of the event should not overlap with dates of the FEBS Congress of the same year

(<https://www.febs.org/our-activities/annual-congress-forums>). Under special circumstances this kind of event can be realized virtually, although this should be discussed and approved by FEBS ACC.

## 2.5 FEBS Special Meetings

FEBS Special Meetings (SM) should address timely topics of high scientific interest and have a programme featuring a large number of leading scientists in the field, oral presentations based on presented abstracts, and poster sessions. The purpose of such meetings is to provide an optimal forum for a broad discussion between groups of interested scientists and topic experts. The Meeting should have at least 250 participants, including up to 40 invited speakers, to allow effective and broad discussion between experts and other participating scientists. Previous experience has shown that greatest benefits are obtained from meetings with a ratio of students versus lecturers of around 5:1. An adequate SM programme should be developed for a period of usually 4 to 6 days. Organizers may apply for YTF grants to support up to 10% of participating young scientists. Special Meetings should be organized at least 2 weeks before or 2 weeks after the FEBS Congress (<https://www.febs.org/our-activities/annual-congress-forums>). Under special circumstances this kind of event can be realized virtually, although this should be discussed and approved by FEBS ACC.

## 2.6 Joint FEBS/EMBO Lecture Courses

Joint FEBS/EMBO Lecture Courses (EFLC) 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 (for maximum 20% of the participants) as well as for EMBO Young Investigator Program (YIP) Lecture, an EMBO Science Policy Lecture and an EMBO Women in Science Lecture upon application by the organizers and positive evaluation by the responsible parties at EMBO. In addition, EMBO may offer €1000 as child care support. 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 and 25% after the receipt of the final reports (cf. Section 12) by FEBS. EMBO pays to FEBS its half share for both of the payments. The course should be organized at least 1 week before or 1 week after the FEBS Congress (<https://www.febs.org/our-activities/annual-congress-forums>). Under special circumstances this kind of event can be realized virtually, although this should be discussed and approved by FEBS ACC.

## 2.7 Summary of Course Types

Summary of recommendations of characteristic of different FEBS courses is shown in the table below. Alterations from these could be acceptable.

| Types of FEBS courses                 | Code | No. of participants Including Speakers | No. of speakers* | No. of students | recommended ratio student/speaker | duration/ days | restriction on course dates | max. budget (EUR)   | max. YTF | max. % of participants with YTF | possibility as virtual event |
|---------------------------------------|------|--|------------------|-----------------|-----------------------------------|----------------|-----------------------------|---------------------|----------|---------------------------------|------------------------------|
| Advanced Lecture Course               | ALC  | 120                                    | 20               | 100             | 5 to 1                            | 5 to 10        | YES <sup>#</sup>            | 25 000              | 10 000   | 20%                             | YES                          |
| Practical Course                      | PC   | 36                                     | 12*              | 24              | 2 to 1                            | 5 to 10        | no                          | 20 000              | 10 000   | 50%                             | NO                           |
| Combined Practical and Lecture Course | PLC  | 60                                     | 15*              | 45              | 3 to 1                            | 5 to 10        | no                          | 20 000              | 10 000   | 50%                             | NO                           |
| Workshop                              | WS   | 100                                    | 20               | 80              | 5 to 1                            | 3 to 5         | no                          | 20 000              | 10 000   | 20%                             | YES                          |
| Special Meeting                       | SM   | 250                                    | 40               | 210             | 5 to 1                            | 4 to 6         | YES <sup>&amp;</sup>        | 40 000              | 15 000   | 10%                             | YES                          |
| FEBS/EMBO Lecture Course              | EFLC | 120                                    | 20               | 100             | 5 to 1                            | 5 to 10        | YES <sup>#</sup>            | 30 000 <sup>§</sup> | 10 000   | 20%                             | YES                          |

\* for PCs and PLCs tutors of laboratory practices and lecturers are considered as speakers

<sup>#</sup> should be organized at least 1 week before or 1 week after the FEBS Congress (<https://www.febs.org/our-activities/annual-congress-forums>)

<sup>&</sup> should be organized at least 2 weeks before or 2 weeks after the FEBS Congress (<https://www.febs.org/our-activities/annual-congress-forums>)

<sup>§</sup> max. 15 000 € from FEBS and a matching basic grant will be awarded by EMBO overall maximal grant amount is 30.000 €.

### 3 CO-FUNDING POSSIBILITIES

FEBS encourages organization of Advanced Courses, Workshops, Practical Courses and Combined Practical and Lecture Courses, as well as Special Meetings, 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, including in the event title name and through use of the FEBS-branded website. 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 Courses and Workshops and Special Meetings 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 FEBS Advanced Courses Committee Secretariat (see Contacts), who gathers and forwards all applications to the IUBMB Executive Committee Member for Congresses and Conferences for approval.
- As explained above, 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 EMBO Young Investigator Program (YIP) Lecture, one Science & Society Lecture and one Women in Science Lecture and EMBO may offer €1000 as child care support. 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 by the beginning of each year. In general there are two calls in each year for funding of the courses taking place in the following year: 1 March and 1 August. However, for joint FEBS-EMBO lecture course applications, only the March 1 deadline is to be considered. It is important to note that applications for events to be held in the same year as the submitted proposal 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 (<https://courses.febs.org/login>). The course application forms can be retrieved from the FEBS website (<https://www.febs.org/our-activities/advanced-courses/guidelines/downloads-for-course-organizers/>). 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 (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. Applicants are required to inform their Constituent Societies about their submitted applications. 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 for the next deadline (considering that applications for events to be held in the same year as the submitted proposal are not accepted).

## **6 EVALUATION CRITERIA**

Submitted FEBS applications are evaluated and ranked by the Advanced Courses Committee members (elected by the FEBS Council) and the final decisions about financing of these applications, taking into account the available FEBS budget, 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 (FEBS suggests equal representation between women and men lecturers); 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. It is strongly suggested that speakers and students be accommodated in the same venue, to facilitate interactions between young and senior scientists.

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

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 organizer 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; furthermore, all FEBS Advanced Lecture courses, FEBS/EMBO Lecture Courses and FEBS Special Meetings should be organized at least 4 weeks before or 4 weeks after this Congress (<https://www.febs.org/our-activities/annual-congress-forums/>).

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 10).

## **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 subsequent years.

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 and Secretariat 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 will be stored and considered in the cases of re-occurring courses. In the case of courses not using the automated event surveys (e.g. joint FEBS/EMBO lecture courses), the MIC also checks that the Evaluation Summary of the event correctly summarizes the participants’ opinions based on the original Questionnaires sent by the Organizer. The original questionnaires should then be sent to the FEBS Advanced Courses Committee Secretariat.

## 9 COURSE WEBSITES

For Advanced Courses running in 2021, with the exception of joint FEBS/EMBO Lecture Courses, the course websites will be FEBS-owned and -branded event webpages with a consistent style, as used in recent years. An example is: <https://humanfungalinfectionmodels2020.febsevents.org/>

Course organizers will be able to upload course-specific content and manage the registration and abstract submission system through a control panel. In addition, certain reports after the event can be automatically generated from the site. More details will be sent to Course organizers with the Decision Letter if their funding application is successful. The cost of providing these FEBS Advanced Courses website templates and hosting will be borne by FEBS.

## 10 ADVERTISING AND PUBLICITY

The Organizers should open course websites no later than 6 months before the event for events in the first half of 2020, and by January 2020 at the latest for events in the second half of 2020. The Organizers should prepare and distribute course posters and 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, if supplied by FEBS, an advert about its 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.

The event title should contain reference to the FEBS event type within the FEBS Advanced Courses programme (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, FEBS Special Meeting + meeting title).

At FEBS, the approved Courses, Workshops and Special Meetings 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. FEBS Advanced Courses are also advertised in *FEBS News*. The FEBS Network platform (<https://network.feb.org/>) is also offered for use by FEBS Advanced Courses organizers to assist in event promotion and/or for online support of participant interaction and discussion and sharing of material around the events.

## 10 *FEBS Letters* PARTNERSHIP

FEBS Advanced Courses Committee have initiated a partnership with *FEBS Letters* in April 2019. This partnership is the result of a long-standing relationship between FEBS Advanced Courses and *FEBS Letters*, as the full journal income has always supported the budget of the FEBS Advanced Courses. *FEBS Letters* is now the official publication partner of FEBS Advanced Courses, thereby giving the opportunity to FEBS advanced course organizers and speakers to promote visibility of their latest work through publication. Organizers are encouraged to invite submission of high-quality manuscripts for consideration and publication in *FEBS Letters*. Manuscript types that will be considered are mainly Review-format articles (ie Reviews, Perspectives and In a Nutshell articles), but Research Articles, Research Letters or Communications may also be submitted, upon previous communication with the Editorial Office (for further details, please check also the journal's author guidelines at <https://febs.onlinelibrary.wiley.com/hub/journal/18733468/journal-menu/author-guidelines>). Please note that submission and publication of Advanced Course-related manuscripts in *FEBS Letters* has absolutely no impact on the evaluation of the organizers' application.

Should organizers express interest to invite and coordinate the submission of material to *FEBS Letters*, they consent to parts of their application being shared with the *FEBS Letters* Editorial Office at an early stage. Following application approval by FEBS ACC, the *FEBS Letters* Editorial Office will decide which proposal topics are eligible for being featured in a Special Issue or Virtual Issue of *FEBS Letters*, and will contact the main organizer with further details. Editorial selection will depend, among others, on topic originality and content novelty, taking into consideration the standing journal pipeline. If the proposal topic is selected to be featured within a *FEBS Letters* Special Issue, the Editorial Office will invite one or more members of the organizing team to act as guest editors for that Special Issue. Guest Editors work closely with the Editorial Office to prepare a list of candidate authors for a Special Issue. Special Issues include mainly Review articles and potentially also a few Research articles (if accepted on time). If the proposal topic is selected to be featured within a *FEBS Letters* Virtual Issue, the Editorial Office will collect previously-published content related to the topic of the course and will consult the organizers on the possibility of inviting new additional content. Online issues of *FEBS Letters* that are linked to FEBS Advanced Courses will refer readers to the websites of the relevant events.

New, advanced course-related content will be immediately made freely available without any publication charges.

## 11 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.

| <b>Event</b>   | <b>Maximum funding from FEBS</b>  |
|--|---|
| <b>Advanced Lecture Courses</b>                                  | 25 000 €. + plus maximum 10.000 €. as YTF   |
| <b>Joint FEBS/EMBO Lecture Courses</b>                           | 15 000 €. (a matching basic grant will be awarded by EMBO overall grant amount is 30.000 €.)<br>+ plus maximum 10.000 €. as YTF |
| <b>Workshops</b>   | 20 000 €. + plus maximum 10.000 €. as YTF   |
| <b>Practical Courses and<br/>Practical &amp; Lecture Courses</b> | 20 000 €. + plus maximum 10.000 €. as YTF   |
| <b>Special Meetings</b>  | 40 000 €. + plus maximum 15.000 €. as YTF   |

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 by regular postal mail. 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 of FEBS.

## 12 REPORTING

### Main points:

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. The level of Advanced Courses administration required by FEBS is aimed to be kept as low as possible, in order to let Course Organizers focus on arranging the scientific content and optimal conditions for the event.

The essential Reporting Forms are Scientific Report Evaluation Summary, Participants Statistics and Financial Report. In addition, courses using FEBS-provided websites can upload Satisfaction Survey Analytics. These reports are either made using standard forms downloaded from the FEBS website at <https://www.febs.org/our-activities/advanced-courses/guidelines/downloads-for-course-organizers/> or can be automatically generated for events using FEBS-provided event websites, according to the table below:

| Report                               | FEBS-provided website  | EFLCs (using a different website)   |
|--------------------------------------|--|---|
| Scientific report (doc or pdf file)  | Download form from FEBS website <a href="#">here</a>   | Download form from FEBS website <a href="#">here</a>  |
| Financial Report (excel file)        | Download form from FEBS website <a href="#">here</a>   | Download form from FEBS website <a href="#">here</a>  |
| Participants Statistics (excel file) | Generate automatically from your event control panel   | Download form from FEBS website <a href="#">here</a>  |
| Evaluation Summary (excel file)      | Generate automatically from your event control panel after participants have taken the online survey.  | Download form from FEBS website <a href="#">here</a> . Participants must first fill printed 'FEBS questionnaire' forms. |
| Satisfaction Survey Analytics (pdf)  | Generate automatically from your event control panel<br><i>This includes all the comments of the participants to be included in the scientific report.</i> | Not applicable  |

More information on the Evaluation Summary and Financial Report are provided below.

After completion (or export from the FEBS-provided website), 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). A hardcopy of the Financial Report with the original signature of the main organizer should be sent to the FEBS Treasury by surface mail.

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.

**Evaluation Summary: more details**

All events receiving FEBS support are subject to anonymous evaluation by participants, including young scientists and invited speakers. The mandatory return quota of original completed Questionnaires is 50% for all events financed by FEBS. In addition, all participants must be provided with a certificate of attendance.

For events using FEBS-provided Advanced Courses websites, participants take a survey online via the website. On completion, their certificate of attendance becomes available for them to download. The individual survey results are automatically combined to produce the Evaluation Summary and Satisfaction Survey Analytics.

For events not using FEBS-provided Advanced Courses websites (e.g. joint FEBS/EMBO lecture courses), the 'FEBS Questionnaire' should be downloaded from the Advanced Courses forms download page, printed and distributed to all participants. On the basis of the returned forms, 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.

**Financial Report: more details**

The Financial Report should give a 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 Organizer, 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 Organizer. 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.

### **13 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**. The FEBS YTF funding is awarded to

Organizers for support of participation of students and postdocs from within the FEBS area. 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 from a separate budget with a value of 1500 USD and are offered as a result of financial support from IUBMB (administered and paid by 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. For each course, the YTF awardees of that course will receive fixed and equal amount of travel support. Organizers will define this fixed travel support fund (not to exceed 200€), depending on the course budget. Additional travel support (maximum of 100€ extra/candidate) for YTF awardees from Hinari B countries is available if requested from FEBS Treasury. 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. 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 1500 USD) including accommodation and meals. It may also cover travel costs. Applicants need to provide evidence of their actual travel costs for trans-YTF.

Following the allocation of a budget for YTF grants by FEBS, the organizer should select candidates on merit (CV, Motivation letter etc.), bearing in mind the eligibility criteria set by FEBS (see below). Although merit takes precedence when selecting applicants, the Course Organizer should also consider the diversity of candidates (both for YTF and regular participants).

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 (<https://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.
- Please note that the number of meeting travel awards you have previously received from FEBS (FEBS Congress Bursary, FEBS YSF grant, and FEBS YTF award for FEBS Advanced Course) may also be taken into consideration in your selection.

For IUBMB Trans - YTF awardees from outside the FEBS area:

- The recipients of transcontinental YTF awards should work and have current residence 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. The applicant must have resided in their country of residence for at least six months before applying for the grant;
- Young scientists from the Organizers' laboratories are not eligible for IUBMB Trans-YTF awards.

The YTF applicants should send the completed applications (including CV, Motivation letter etc.) 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 Organizers should produce a ranked list of their short-listed YTF applicants which is to be sent to FEBS treasury for checking, about 12 weeks before the start of the course. FEBS Treasury will send the applicants, the FEBS Treasury YTF form.

The YTF application is to be completed by the applicants and emailed to FEBS Treasury. FEBS Treasury will check and confirm the eligibility, the names and the amounts of the awards to the Course Organizer. FEBS Treasury notifies the awardees sending a letter which details the award to the successful candidates. The total value of the YTF registration fees will be transferred to the Course Organizer. The travel portion of the YTF awards will be transferred 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.

#### **14 CONTACT ADDRESSES**

|  |   |
|--|---|
| <b>FEBS Advanced Courses Committee Secretariat</b>                     | Prof. Beáta G. Vértessy – FEBS ACC Chair<br>Ms Kinga Nyíri – FEBS ACC On-Site Administrator<br>Institute of Enzymology, Hungarian Academy of Sciences<br>Department of Applied Biotechnology,<br>Budapest University of Technology and Economics<br>Szt Gellért tér 4<br>1111 Budapest, Hungary<br>e-mail: <a href="mailto:advanced.courses@febs.org">advanced.courses@febs.org</a> |
| <b>FEBS Treasury Office</b>  | Prof. Francesco (Frank) Michelangeli – FEBS Treasurer<br>Ms Barbara Baron – FEBS Treasury Manager<br>98 Regent Street<br>Cambridge, CB2 1DP, UK<br>e-mail: <a href="mailto:baron@febs.org">baron@febs.org</a>   |
| <b>IUBMB Executive Committee Member for Congresses and Conferences</b> | Prof. Janet Macaulay<br>IUBMB Executive Committee Member for<br>Congresses and Conferences<br>e-mail: <a href="mailto:janet.macaulay@monash.edu">janet.macaulay@monash.edu</a>  |

## 15 GLOSSARY OF TERMS AND ABBREVIATIONS

|                     |   |
|---------------------|---|
| ACC                 | The FEBS Advanced Courses Committee   |
| ALC                 | FEBS Advanced Lecture Course  |
| Constituent Society | One of the FEBS Member Societies or FEBS Associate Member Societies<br><a href="https://www.febs.org/our-members/">https://www.febs.org/our-members/</a>                      |
| EMBO                | European Molecular Biology Organization   |
| EFLC                | Joint FEBS/EMBO Lecture Course  |
| FEBS                | Federation of European Biochemical Societies  |
| FEBS website        | <a href="https://www.febs.org/our-activities/advanced-courses/">https://www.febs.org/our-activities/advanced-courses/</a>   |
| 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 |
| PC                  | Practical Course  |
| PLC                 | Combined Practical and Lecture Course   |
| SM                  | Special Meeting   |
| Tutor               | Co-organizer of course or workshops; usually involved in course organization, experimental planning and supervision of students work during                                   |
| Trans-YTF           | IUBMB Transcontinental YTF (Trans-YTF) award aiming to assist participation of a young scientist from outside the FEBS area provided by IUBMB                                 |
| WS                  | FEBS Workshop   |
| Young scientist     | Graduate (PhD) student or research fellow within 5 years of obtaining PhD   |
| YTF                 | Youth Travel Fund of FEBS   |