



FEBS Advanced Courses Programme Guidelines for Course Organizers

2027 Call for applications

Guidelines for Round 2

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1 ABOUT THE FEDERATION OF EUROPEAN BIOCHEMICAL SOCIETIES

The Federation of European Biochemical Societies ([FEBS](#)) is one of Europe's largest organizations in the molecular life sciences, with over 30,000 members across 39 biochemistry and molecular biology societies (the [FEBS Constituent Societies](#)) in different countries of Europe and neighbouring regions.

FEBS promotes and supports the molecular life sciences through the [FEBS Press journals](#), the [FEBS Congress](#), the [FEBS Advanced Courses](#), and with research funding opportunities such as the [FEBS Fellowships](#) programme, the [FEBS Excellence Award](#), and the [FEBS Booster Fund](#), as well as via [other activities](#). There is an emphasis in many FEBS programmes on scientific exchange and cooperation between scientists working in different countries, and on promotion of the training of PhD students and early-career researchers.

FEBS is a charitable (non-profit) academic organization, and it uses the income from its [FEBS Press journals](#) – [The FEBS Journal](#), [FEBS Letters](#), [Molecular Oncology](#), and [FEBS Open Bio](#) – to fund the other initiatives at FEBS, including the FEBS Advanced Courses programme. This is why it is essential for FEBS and the FEBS Press journals to be visible at the courses, and for their aims to be communicated to participants, as referred to on these guidelines; your help accomplishing this is greatly appreciated.

1.1 About the FEBS Advanced Courses programme

The FEBS Advanced Courses programme provides grants to expert scientists to organize courses that bring together researchers working in a similar area, for updates, training, and networking. The courses, which can have different formats, are on advanced topics in the molecular life sciences and have a strong educational element that makes them especially valuable to PhD students and early-career researchers. They can also help to foster scientific communities around a research area.

FEBS collaborates with the [European Molecular Biology Organization \(EMBO\)](#) and the [International Union of Biochemistry and Molecular Biology \(IUBMB\)](#) in supporting the FEBS Advanced Courses programme and might additionally collaborate with other organizations or companies to fund the courses. The decision on which courses to support is taken by the [FEBS Advanced Courses Committee](#) (FEBS ACC) – which is elected by the [FEBS Council](#) – from the course applications submitted each year by the announced deadlines, in alignment with the decisions of the relevant EMBO and IUBMB committees when co-funding a course.

2 TYPES AND CHARACTERISTICS OF FEBS ADVANCED COURSES

FEBS supports courses on relevant advanced scientific topics in biochemistry, molecular biology, cell biology, genetics, molecular biophysics, developmental biology, systems and quantitative biology, and other relevant areas in the molecular life sciences. The course formats include lecture courses, practical courses, practical and lecture courses, workshops, and special meetings. In addition to relevant scientific topics, organizers are also encouraged to consider career development, gender, and science & society issues in the course programs, as well as provide activities that facilitate discussions, networking, and collaboration.

Please note that when **planning participation**, ‘young scientists’ are defined as PhD students and Postdoctoral researchers, and ‘participants’ are all course attendees (responsible organizer and co-organizers, invited speakers, young scientists, senior scientists, and other participants (e.g., industry), but excluding guests).

The courses should be held in a country with a [FEBS Constituent Societies](#) but please note the exception to this rule for to the new Joint FEBS/IUBMB Advanced Courses, in section 2.7. **Importantly**, please note that FEBS may be unable to make payments into certain countries where international restrictions are in place; please contact the ACC Secretariat to explore this potential issue before applying.

2.1 FEBS Advanced Courses singly funded by FEBS

2.1.1 FEBS Advanced Lecture Courses

FEBS Advanced Lecture Courses (ALC) should address topical subjects of research 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, speakers are asked to present introductory lectures followed by state-of-the-art presentations. The number of total participants at these courses should ideally not exceed 120, including up to 20 speakers. Previous experience has shown that greatest benefits are obtained from courses with a ratio of young scientists to speakers of around 5:1. An adequate ALC programme needs to be developed for a period of 3 to 5 days. The maximum FEBS grant for ALC is 25,000 euros.

2.1.2 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 young scientists 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 young scientists to lecturers/tutors is around 2:1. Therefore, the number of participants including lecturers and tutors in these courses is suggested to be around 36. Please note that for PC, tutors of laboratory practices and lecturers are considered as speakers. An adequate PC programme needs to be developed for a period of 4 to 6 days. The maximum FEBS grant for PC is 20,000 euros.

2.1.3 FEBS Combined Practical and Lecture Courses

FEBS Combined Practical and Lecture Courses (PLC) should have strong hands-on training elements to teach participating young scientists basic and advanced techniques in molecular life sciences, in addition to providing lectures and seminars. The number of young scientists in these courses is limited to 45 and the ratio of young scientists to lecturers should be around 3:1. Thus, the total number of participants including speakers in these courses is suggested to be around 60. Please note that for PLC, tutors of laboratory practices and lecturers are considered as speakers. An adequate PLC programme needs to be developed for a period of 4 to 6 days. The maximum FEBS grant for PLC is 20,000 euros.

2.1.4 FEBS Workshops

FEBS Workshops (WS) should address timely topics of high scientific interest in a forum that is different from the lecture courses by enhancing interactions and contacts among speakers, young scientists, and senior scientists. The purpose is to bring experts and interested young scientists together to discuss the most recent developments in a certain field, but still including educational activities. In particular, young scientists should deliver oral/poster presentations, and be engaged in round-table discussions 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 (so, an approximate ratio of 4:1 participants to speakers). An adequate WS programme needs to be developed for a period of 3 to 5 days. The maximum FEBS grant for WS is 20,000 euros.

2.1.5 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 SM should have at least 250 participants, including up to 40 invited speakers, to allow effective and extensive discussions between experts and other participating scientists. Previous experience has shown that greatest benefits are obtained from meetings with a ratio of participants to speakers of around 5:1. An adequate SM programme needs to be developed for a period of 3 to 5 days. The maximum FEBS grant for SM is 40,000 euros.

2.2 FEBS Advanced Courses co-funded with other organizations

These are joint FEBS Advanced Courses co-funded with other organizations.

2.2.1 Joint FEBS/EMBO Lecture Courses

Joint FEBS/EMBO Lecture Courses (EFLC) have the same focus and format as FEBS Advanced Lecture Courses, but are financed jointly by FEBS and [EMBO](#). Therefore, these courses need to be approved by the FEBS and EMBO evaluation committees. A maximum grant of €15,000 will be awarded by FEBS and a matching basic grant will be awarded by EMBO, with an overall maximal grant amount of

€30,000. Up to five joint courses can be financed annually. Attendance of these courses should not exceed 120 participants, including speakers, and the ratio of participants to speakers should be around 5:1. An adequate EFLC programme needs to be developed for a period of 3 to 5 days.

Organizers of EFLC may additionally apply for an EMBO Young Investigator Program (YIP) Lecture, an EMBO Science Policy Lecture, and an EMBO Women in Science Lecture, subject to positive evaluation by the responsible parties at EMBO. In addition, EMBO may offer up to €1,000 in childcare support. Please ensure you use the correct application form for this course type (FEBS Advanced Courses Programme 2027 Joint FEBS/EMBO Lecture Courses Application Form).

Organizers will receive notification about a joint FEBS/EMBO decision on funding through the FEBS ACC Secretariat and payments will be made by FEBS (see section 13 for more details on this process).

2.2.2 Joint FEBS/IUBMB Advanced Courses

This is a **new** course type derived from collaboration between FEBS and IUBMB ([International Union of Biochemistry and Molecular Biology](#)). Joint FEBS/IUBMB Advanced Courses (FIAC) can be a lecture course, practical course, combined lecture and practical course, workshop, or special meeting. The courses are co-funded equally by FEBS and IUBMB and need to be approved by the relevant FEBS and IUBMB evaluation committees. A single FIAC will be co-funded annually. As only one FIAC will be co-funded each year, other applications to this course might be rejected or asked to resubmit.

The course may be held in any country that has an [IUBMB Adhering Body or Associate Adhering Body](#), including those with a [FEBS Constituent Society](#) (but please note the limitation on making payments into certain countries flagged earlier in this section). Up to 50% of speakers can be from outside the FEBS area and, as a whole, the speaker list must demonstrate gender and geographic balance. In particular, since IUBMB is a global organization, organizers should make every effort to include speakers from regions outside Western Europe and the USA, and to pay special attention to identifying speakers from underrepresented countries.

The maximum grant for this course is 40,000 euros; however please note that the requested FEBS/IUBMB grant in the budget should reflect the amounts allowed for the regular FEBS course types, with a justified increase to accommodate this course's international scope. Likewise, the course duration, number of participants, and ratios of students to speakers should also reflect those in the regular course types.

Course participation should be gender balanced, with an appropriate participation of junior investigators for the course type. Course organizers are expected to encourage participation from underrepresented groups and to explain in the application how this will be done.

Funding will be prioritized for new meetings to support organizers in launching a new series on the topic. Funding for repeated topics and/or organizing groups will be less of a priority.

2.3 Overview of course types

An overview of characteristic of different FEBS courses is shown in the table below. Alterations from these might be acceptable on occasions but need to be consulted and clearly justified. Please also note definitions above and the evaluation criteria on section 8.

Types of FEBS courses	Code	Total participants, inc. speakers and organizers	No. speakers	No. young scientists/participants	Recommended ratio	Duration in days	Max. budget (EUR)
FEBS Advanced Courses singly funded by FEBS							
Advanced Lecture Course	ALC	120	20	100	5 to 1	3 to 5	25,000
Practical Course	PC	36	12	24	2 to 1	4 to 6	20,000
Combined Practical and Lecture Course	PLC	60	15	45	3 to 1	4 to 6	20,000
Workshop	WS	100	20	80	4 to 1	3 to 5	20,000
Special Meeting	SM	250	40	210	5 to 1	3 to 5	40,000
FEBS Advanced Courses co-funded with other organizations							
Joint FEBS/EMBO Lecture Courses	EFLC	120	20	100	5 to 1	3 to 5	30,000

Joint FEBS/IUBMB Advanced Courses	FIAC	Similar to regular FEBS courses.	Max. 40,000 (dependent on course type)
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3 OTHER CHARACTERISTICS OF FEBS ADVANCED COURSES

3.1 Date restrictions

FEBS Practical Courses, FEBS Combined Practical & Lecture Courses, and FEBS Workshops should not overlap with the [FEBS Congress](#). FEBS Advanced Lecture Courses and Joint FEBS/EMBO Lecture Courses should be organized at least 1 week before or 1 week after the FEBS Congress. In the case of Special Meetings, the gap should be at least 2 weeks before or after the FEBS Congress.

3.2 Additional grants

In addition to the basic FEBS grant to organize the course, organizers may also apply to FEBS for funds to support the participation of PhD students and early-career researchers from countries with [FEBS Constituent Societies](#). IUBMB may also provide support to PhD students and early-career researchers from outside the FEBS area. More information on these grants can be found in section 15.

Organizers of FEBS AC (**excluding** Joint FEBS/EMBO Lecture Courses and Joint FEBS/IUBMB Advanced Courses) may apply for additional financial support up to 2,000 USD from IUBMB to fund one of their course speakers as an 'IUBMB Speaker'. Since IUBMB is a global organization, organizers should make every effort to ensure that IUBMB-sponsored speakers come from regions outside Western Europe and the USA, and to pay special attention to identifying speakers from underrepresented countries.

If their course is **approved for funding**, organizers should send a brief CV of their nominated speaker and their talk title to the FEBS ACC Secretariat (see Contacts), who gathers and sends all nominations to IUBMB by **30 October** of that year (or by the date specified in the Decision Letter). Up to five IUBMB Speakers may be funded each year across all approved courses. Visit the [IUBMB website](#) for more information.

Please also see the additional grants that EMBO provides for the Joint FEBS/EMBO Lecture Courses (see section 2.6).

Organizers are encouraged to seek additional funds from other organizations and sponsors to support the attendance of young scientists at the course (see section 6).

3.3 European Credit Transfer and Accumulation System (ECTS)

FEBS invites organizers of FEBS Advanced Courses to facilitate the accreditation of their course for the European Credit Transfer and Accumulation System (ECTS). This might require setting up an optional assessment at the end of the course, as well as estimating the number of ECTS credits the course can provide. Organizers should email participants before the course inviting them to find out as soon as possible from their institutions what are their procedures and requirements for ECTS recognition (e.g., use of a specific template), as these may vary between institutions. **Please note that FEBS does not award ECTS credits: it is the participant's institution that would award them.**

3.4 Online/hybrids events

Under exceptional circumstances course types without a practical component may be realized virtually, although this should be discussed with and approved by the FEBS ACC before submitting an application.

4 WHO CAN APPLY FOR COURSE FUNDING?

All scientists with an international reputation and a commitment to teaching and training are welcome to submit applications for funding from the FEBS AC programme. A short CV (up to 3 pages) of the main organizer should accompany the application. The FEBS ACC appraises the scientific excellence and teaching experience of the organizing team, as well as their previous involvement in organizing international meetings and workshops. Please note that no, or limited, experience in organizing events by the main applicant can be supplemented by relevant expertise among the co-organizers. If the organizers have delivered a FEBS AC course before, the reports from that course will be considered.

The main organizer must be, or become, a member of a FEBS Constituent Society, and they are required to inform their society about their planned applications. In addition, liaison with the FEBS Constituent Society in the country where the course will take place is also recommended. The aim of these contacts is to identify potential collaborative and publicity opportunities.

For joint co-funded courses, the main organizer may additionally be a member of [EMBO](#) or of an [IUBMB Adhering Bodies and Associate Adhering Body](#).

Members of FEBS Advanced Course Committee cannot be in the organizing team of FEBS Advanced Courses while they are in the committee. Safeguards are in place to avoid other conflicts of interest when reviewing the course applications.

5 VENUE AND ACCOMMODATION

When deciding on the course venue the organizer should consider transportation possibilities, venue facilities, and reasonable cost (e.g., avoid expensive holiday resorts) since among other issues the FEBS ACC will consider justification of the location of the course and relevance of the proposed budget. It is strongly recommended that speakers and students be accommodated in the same venue/hotel, to facilitate interactions between young and senior scientists. Speakers are expected to remain for the duration of the course.

Please note that confirmation of a temporary reservation of the venue and the relevant hotel(s) needs to be provided with the application.

Speakers' accommodation should be arranged by organizers and additional care must be taken to avoid scams, where speakers might be contacted with fraudulent registration requests or hotel offers.

6 CO-FUNDING POSSIBILITIES

FEBS encourages the organization of FEBS Advanced Courses that are supported by other relevant funding bodies, commercial organizations, and industry. Co-funding is welcomed to stress the wider scientific and technological importance of the proposed courses and their topics. However, please note that FEBS is allowed to reject sponsorship or co-funding that goes against its policies or it deems unsuitable.

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

The terms and conditions of co-funding must be in agreement with FEBS AC policy, and FEBS must be recognized as the main funding organization, including in the course title and through the use of FEBS branding.

Important: the visibility of FEBS and FEBS Press at the courses, including at co-funded courses, is essential for FEBS to be able to continue delivering initiatives such as this FEBS Advanced Courses programme. That visibility will be evaluated at the application and course delivery stages (see section 11 for more information).

Failure to inform the FEBS ACC about participation of other financing bodies will make the application ineligible for FEBS support. The status of co-funding should be clearly explained in the application.

Additionally, please note that as explained in section 2.2, some FEBS AC are already co-funded with other organizations:

- Joint FEBS/EMBO Lecture Courses: in these courses both FEBS and EMBO should be recognized as the main funding organizations.
- Joint FEBS/IUBMB Advanced Courses: in these courses both FEBS and IUBMB should be recognized as the main funding organizations.

6.1 Specific course sponsorship

FEBS Advanced Courses organizers are encouraged to seek industrial sponsors that support research in the area of the course. These can be acknowledged on the course website, poster, course materials, as well as at the event. An industry session can also be incorporated in the program if it fits the scientific aim of the course. Please note that the visibility of FEBS as the main funder must be ensured when agreeing promotional materials and activities at the course with sponsors, and in sponsor logo placement on the course website.

Sponsorship by non-commercial journals other than FEBS Press (and EMBO Press and IUBMB journals, in the case of joint co-funded courses) should be approved by FEBS before proceeding. Sponsorship by commercial journals is not allowed at FEBS Advanced Courses.

On application forms submitted to FEBS, the status of actual and potential sponsorship should be specified (confirmed, pending, or being considered but not yet approached), as well as the nature of the company contact (local, national, or group).

6.2 General FEBS sponsorship

FEBS may seek general support from donations, sponsorship, or other backing across its activities, with the aim of providing income to feed into all FEBS programs, including the funding of future FEBS Advanced Courses. FEBS may arrange for the logos of such sponsors to be displayed on Advanced Courses websites and posters provided by FEBS for your event. Such display of general FEBS sponsors would be separated from event-specific direct sponsors that the event organizers have obtained.

FEBS will ensure that the organizers are informed about agreements with industry sponsors to avoid any interference with the organizers' efforts to attract sponsors.

7 SUBMISSION OF APPLICATIONS

All applications to the FEBS AC programme should be submitted through the online submission system linked to from the [Advanced Courses organizers section of the FEBS website](#). The application deadline(s) will be announced by the beginning of each year; in general, there are two rounds per year, 1 March and 1 September, both for funding of courses taking place **in the following year**. However, applications for Joint FEBS/EMBO Lecture Course and Joint FEBS/IUBMB Advanced Course are only accepted at the 1 March deadline.

Applications submitted after the deadline will not be eligible for evaluation in that round, but may be considered (or may be resubmitted) for the next deadline, bearing in mind that applications for courses to be held in the same year as the submitted proposal are not accepted.

The main organizer should set up a user account to log in to the [FEBS Advanced Courses applications and reporting](#) system. The course application forms can be [downloaded from the FEBS website](#). **Please make sure you use the correct forms and download the latest versions from the FEBS website.**

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, type, responsible organizer, dates, precise location of the course.
 - Details of the co-organizers and experience in organizing FEBS or other events.

- Type and distribution of expected participants.
- Course promotion and information plan (including FEBS and FEBS Press visibility).
- Grant requested from FEBS and cost of attendance for participants.
- Details of grants to young scientists and of other funding/sponsorship.
- Justification for the proposed course.
- Speakers invited; IUBMB Speaker nomination if appropriate.
- Detailed scientific programme/course calendar.
- Appendices to the application and responsible organizer declaration.
- Proposed course budget (Excel file) in euros and total amount requested from FEBS (see section 13 for more information).
 - All other financial support has to be listed in the budget.
- The CV (up to 3 pages) of the responsible organizer.

8 EVALUATION CRITERIA AND OUTCOMES

Submitted FEBS AC applications are evaluated by the [FEBS ACC members](#) within three months of the submission deadline. For joint courses the relevant EMBO or IUBMB committees will also evaluate those application (and their timelines might vary). The decisions about financing of these applications, taking into account the available yearly FEBS AC budget, are made at the FEBS ACC meetings, and coordinated with the relevant EMBO or IUBMB committees.

To be approved, the application should include:

- convincing justification of the topic and its suitability for the FEBS AC programme, covering the need, importance, uniqueness, and the scientific as well as the training content of the course; recurring courses must show how they are new;
- justification of the course location, including transportation possibilities and appropriateness of the proposed cost; confirmation of venue/hotel reservations, as relevant;
- a list of invited speakers (**90% must be confirmed**), describing their expertise and leading role in the field, and demonstrating balanced geographic and gender distribution (FEBS suggests aiming for an equal representation of women and men

among speakers, and **two thirds of the speakers should come from within the FEBS area** – with the exception of Joint FEBS/IUBMB Advanced Courses); in the case of re-occurring courses, the overlap between the speaker list of the new course and the most recent previous course should not exceed 50%;

- a detailed and justified total budget that underpins the feasibility of the course;
- the principles of selection of young scientists and other participants, as well as details on how participants new to the course/research community will be engaged;
- a detailed daily programme for the whole period of the course, usually covering 3 to 6 days depending on the course type, and also providing opportunities to discuss science & society, gender, and career issues, as well as provide opportunities for interactions between speakers, senior researchers, and young scientists;
- a clear plan of how FEBS and FEBS Press visibility will be ensured at the course (see section 11), including plans to use FEBS branding and welcome the FEBS representative(s).

8.1 Evaluation outcomes

A Decision Letter from the FEBS ACC will inform the main organizer about the evaluation outcome. In the case of approved applications, this letter may also list additional specific conditions and recommendations for receiving the award, **which must be addressed by the given timeline**, as well as the general commitments and any changes from these guidelines, which the organizer must adhere to. Appendices to the Decision Letter (appendix 1 and 2) will also be sent with the Decision Letter, and must be returned fully completed and signed by the given deadline. In the case of applications that are not approved, the letter will list reasons for this decision. Please note that communications at this stage should be via the AC Committee Secretariat at advanced.courses@febs.org.

9 MEMBER-IN-CHARGE

For each approved course, one member of the FEBS ACC will be nominated as ‘Member-in-Charge’ (MIC) to ensure operative contacts between the FEBS ACC and the main organizer. The name and contact details of the appointed person will be on the Decision Letter.

9.1 Organizer responsibilities towards the MIC

The appointed MIC should be informed by the course organizer of any major issues or changes (e.g., speaker changes) during the course preparation and must be invited to attend the course to help assess its success and to give a presentation about FEBS, preferably on the first day of the programme. The organizer is responsible for contacting the MIC at an early stage to coordinate their attendance and to arrange the registration, accommodation, meals, and any special activities for them. The costs of the MIC should be financed by the organizer from the course budget except for their travel and accommodation: the MIC will arrange their own travel and FEBS will reimburse the organizer for the cost of the MIC's hotel/accommodation (or reimburse the MIC, if this has been agreed in advanced, but the organizer must arrange the booking). The MIC should not be asked to pay any registration fee when they register.

9.2 MIC responsibilities

The MIC is responsible for assessing the quality of the course, liaising with organizers and course participants, delivering a presentation about FEBS, and guaranteeing the visibility of FEBS and FEBS Press. After the course the MIC completes an evaluation report and checks the course final reports; key issues from these evaluations are discussed at the FEBS ACC meetings and the reports are stored and considered in the case of recurring course applications.

FEBS ACC members can take on the MIC role while they are in the committee and in the year following the end of their membership term, and exceptionally in subsequent years. The MIC should attend at least part of the course and will try to arrange a replacement if they cannot attend (or the FEBS Press representative might take up the role of the MIC).

10 COURSE WEBSITES

For FEBS AC, (with the exception of Joint FEBS/EMBO Lecture Courses, which are provided by EMBO), the course websites will be a FEBS-owned and -branded site, with a consistent style. An example is:

<https://aiproteinengineering2026.febsevents.org>

Course organizers will be able to upload course-specific content, and manage the registration and

abstract submission system through the website's control panel. FEBS will provide organizers with a document (Appendix 3) covering data protection issues (excluding organizers for Joint FEBS/EMBO Lecture Courses).

In addition, certain reports after the course can be automatically generated from the site. More details will be sent to course organizers with the Decision Letter and a follow up website-related email if their funding application is successful. The cost of providing these FEBS AC website templates and hosting is covered by FEBS.

The organizers should have course websites ready no later than six months before the course. The detailed program with invited speakers and their lecture titles should be uploaded at least two months before the abstract submission deadline. The organizers should also prepare a course poster to be downloadable from their website and, where possible, displayed at organizers' and speakers' institutes and events they attend. To aid this a FEBS-branded poster template will be supplied to the organizers of FEBS AC (with the exception of Joint FEBS/EMBO Lecture Courses), which must be used.

11 ADVERTISING AND PUBLICITY

In addition to the course website and poster described above, organizers must also advertise their courses by using other means of their own choice, such as on social media and appropriate platforms, and via topic relevant networks (e.g., MSCA doctoral networks, COST Action networks, etc.). Please note that – based on the experiences of past courses – active, extensive, and prolonged promotion will be crucial to reach high participation numbers.

11.1 FEBS and FEBS Press visibility

The status of FEBS as the course funder (or main co-funder when relevant), and the belonging of the course into the FEBS Advanced Courses programme, must be clear during promotion, and at the course. Likewise, the role of the FEBS Press journals in supporting FEBS activities with their revenue, including the FEBS Advanced Courses programme, must also be highlighted at relevant opportunities. The need for this is explained in section 1.

Proper visibility of FEBS and FEBS Press must be ensured at all stages of the course. To aid this, FEBS provides organizers with a 'FEBS/FEBS Press promotional pack' that contains digital and printable

resources, such as logos, flyers, slides, and text, to be used as appropriate for each course. Promotional activities include but are not limited to:

- The course title should include the FEBS course type (i.e., FEBS Advanced Lecture Course + title, FEBS Practical and Lecture Course + title, FEBS Practical Course + title, Joint FEBS/EMBO Lecture Course + title, Joint FEBS/IUBMB Advanced Course + title, FEBS Special Meeting + title, FEBS Workshop + title).
- The FEBS logo must appear on all printed and digital materials advertising the course, including signage at the course (name tags, signs, banners, etc.).
- The presentation(s) of the FEBS representative(s) attending the course (MIC, FEBS Press representative, or both) needs to be represented in the programme, preferably on the first day of the course; the role of the representatives at the course must be supported by the organizers.
- Courses need to use FEBS-branded slides to introduce speakers/sessions (excluding joint courses).
- An abstract or a summary about FEBS and FEBS Press, as well as flyers or banners (depending on space available), should be included in the program/abstract booklet. A digital copy of the abstract/program booklet should be sent to FEBS.
- If a FEBS Press journal is providing a poster or talk prize, this should be clearly announced at the course and the journal logo used; sponsorship from a FEBS Press journal should be highlighted on the course website sponsor section and other relevant documentation.
- Additional information about FEBS activities (including FEBS Press) in the form of flyers or presentation slides may be shared with participants.

FEBS will advertise all the year's approved courses on the [FEBS website](#) and on a [FEBS AC programme poster](#). FEBS AC are also advertised in monthly [FEBS newsletters and on social media](#). Additionally, we encourage AC organizers to use the [FEBS Network](#) platform for course promotion (e.g., sharing a post [before](#) and [after](#) the course, from organizers and participants), as well as an online forum for participant interaction and discussion, and for sharing of material around the courses (e.g., slides or recordings). Further reference to Advanced Courses in promotional campaigns and materials might be introduced by FEBS. Further promotional materials and requests for FEBS promotion may be solicited by the organizers from FEBS.

The organizers permit FEBS to showcase information pertaining to each Advanced Course on FEBS.org,

FEBS Network, and other associated platforms, as well as to utilize the data supplied by the organizers for the purposes of market research.

12 FEBS PRESS

[FEBS Press](#) is the publishing imprint of the four journals owned by FEBS ([The FEBS Journal](#), [FEBS Letters](#), [Molecular Oncology](#) and [FEBS Open Bio](#)). FEBS Press promotes the publication of high-quality journals run by scientists and for scientists, offering the same high standards of peer review and publishing ethics across all its journals. The FEBS Press journals offer the molecular life sciences community a place to showcase their work, while also supporting that community. **All net income from FEBS Press is reinvested in the molecular life sciences by FEBS within programmes, including the FEBS Advanced Courses programme.**

Organizers of FEBS Advanced Courses should consider FEBS Press as a primary channel for any publication related to these courses. Following the approval of the course application by FEBS ACC, organizers may be contacted by FEBS Press editors to discuss about the potential contribution of course-related material to FEBS Press journals.

Please note that any requests from publishers/journals other than FEBS Press related to the course should be immediately reported to FEBS. In the case of Joint FEBS/EMBO Lecture Courses or Joint FEBS/IUBMB Advanced Courses, organizers are requested to inform FEBS if they receive an invitation from EMBO Press or an IUBMB journal, in order to avoid overlap.

12.1 FEBS Press representative

Organizers accept that an editor or staff member from FEBS Press will attend their course. FEBS will let organizers know which FEBS Press representative will attend their course as soon as the information is available.

Similarly to the MIC (see section 9), the costs of the FEBS Press representative should be financed by the organizer from the course budget, except for their travel and accommodation costs, which are covered by FEBS. The FEBS Press representative should not be asked to pay any registration fee when they register.

The FEBS Press representative will give a presentation about FEBS Press, which should preferably be scheduled on the first day of the course program. Upon request from the organizer, the FEBS Press representative can also offer a talk or a workshop on topics such as “How to write a good abstract/research article/review article”; “How to review a research article”; “How to become an editor”, and about publication ethics and image integrity.

If the MIC is unable to attend, the FEBS Press representative may also take up some of the MIC’s responsibilities while attending the course, such as evaluating the course delivery.

12.2 *FEBS Letters* partnership

The FEBS Advanced Courses Committee initiated a partnership with [FEBS Letters](#) in 2019. This partnership is the result of a long-standing relationship between FEBS AC and *FEBS Letters*, as the journal income has always supported the budget of the FEBS AC.

Under the terms of this agreement between FEBS AC and *FEBS Letters*, the journal’s Editorial Office will review the topics of proposed ACs to identify potential special issues. Editorial selection will depend on topic originality and content novelty, as well as taking into consideration the standing journal pipeline. If the proposal topic is selected as suitable for a Special Issue, the Editorial Office will contact the organizers and invite them to act as guest editors. 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).

Acceptance of the invitation to organize a Special Issue or contribute other content is optional. However, acceptance of the invitation and submission of the commissioned content will be considered positively when judging future AC applications by the organizers.

Manuscript types that will be considered are mainly review-format articles (i.e., 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](#)). There is no cost to authors to publish in *FEBS Letters*, and all review articles are automatically free to read without authors having to select an open access license.

12.3 Other FEBS Press journals

In some cases, the organizers may be contacted instead by editors from one of the other three FEBS

Press journals ([The FEBS Journal](#), [FEBS Open Bio](#), and [Molecular Oncology](#)), to explore potential publication options.

Please note that the FEBS Press representative attending the ACs may independently discuss commissioning opportunities with attendees. If the AC organizers have already agreed to coordinate content for one of the journals, the FEBS Press representative must be informed as soon as possible to prevent overlap of commissioned content.

13 BUDGET AND FINANCING

The FEBS AC application forms include a proposed budget to be completed by the main organizer. Expenditures and incomes need to be added with sufficient detail, and the expenditure then needs to be distributed across the three types of incomes: the FEBS basic grant, income from the registration fee for participants, and all other available support (e.g., funds from other organizations, sponsorships, grants for young scientists). However, **expected** income from the FEBS Registration Grants or IUBMB Transcontinental Youth Travel Fund Grants (see section 15) **cannot** be included in this budget.

The FEBS basic grant provides funds to cover travel (economy class) and living expenses (accommodation and meals) of invited speakers, tutors (if applicable), and organizers (entries a and b in the budget), and general costs of course organization, including rentals and administrative/technical assistance (entries d–g), up to the value of the grant. FEBS **pre-approval is required** if the organizer intends to manage the course through a Professional Congress Organizer (PCO) or events management company. Please provide sufficient information in the application for FEBS to be able to evaluate the role and cost of these companies.

The FEBS basic grant **cannot** be used to cover living expenses of young scientists and other participants (entry c). FEBS also cannot cover honoraria to speakers, purchased equipment, overheads, or institutional management fees. Guests must never be subsidized by the registration fee of other participants.

All budget items must be clearly **detailed** in the budget form and properly **justified** in the application. Refer to section 2 for the limits to the FEBS grant of the different course types; these amounts must be respected when drafting applications.

After approval of submitted applications by the FEBS AC Committee – or by both the FEBS AC Committee and the evaluation committees of EMBO and IUBMB for joint co-funded courses – the organizers will receive together with the Decision Letter, the Disclaimer and Declarations Forms (Appendix 1 and 2). These two appendices should be completed and returned to the FEBS Treasury by email to finance@febs.org (copying advanced.courses@febs.org). The allocated FEBS grant will afterwards be sent to the bank account indicated by the organizer.

The basic grant will be transferred in two parts: 90% before the course and 10% after submitting **all the final reports and their approval by the MIC and by FEBS Treasury**. For joint courses co-funded with EMBO, organizers will obtain 75% of the total grant from FEBS before the course and 25% after the receipt of the final reports by FEBS. Additional funds from EMBO, such as for special lectures or childcare, can be paid by FEBS to the organizers, and afterwards refunded by EMBO to FEBS, but this will need to be confirmed for each specific joint course. The grant payment plan for the new Joint FEBS/IUBMB Advanced Courses will be detailed in the Decision Letter.

It should be emphasized that the main organizer is fully responsible for the proper use of the FEBS basic grant (and that of any co-funders, as relevant) 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 the reporting period, **proportional** to the amount of FEBS' financing. Any changes in the approved budget funded by the FEBS (or joint) basic grant, or any changes to the registration fee, require FEBS approval (via the MIC).

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.

14 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 course, and this reporting procedure must be completed **within three months** after the end date of the course.

The essential reporting forms are the Scientific Report, Evaluation Summary, Participants Statistics, and Financial Report. In addition, courses using FEBS-provided websites can generate Satisfaction Survey Analytics.

These reports are either made filling standard forms downloaded from [the FEBS website](#) or can be automatically generated for courses using FEBS-provided course websites, according to the table below:

Report type	FEBS-provided website	EFLC using an EMBO-provided website / courses using other registration systems
Scientific Report (Word doc)	Download form from the FEBS website .	Download form from the FEBS website .
Financial Report (Excel file)	Download form from the FEBS website .	Download form from the FEBS website .
Participants Statistics (Excel file)	Generate automatically from your course website control panel after setting attendees as checked in.	Download form from the FEBS website and use registration data from the EMBO system/other system to complete.
Evaluation Summary (Excel file)	Generate automatically from your course control panel after participants have taken the survey on the FEBS course website.	Use the questionnaire statistics and the questionnaire records reports from the EMBO system. For course using a different registration system, create an online survey using the survey questions available from the FEBS website and download the Evaluation Summary form.
Satisfaction Survey Analytics (PDF file)	Generate automatically from your course website control panel. This includes all the comments	Use data and the feedback reports from the participant questionnaires from the EMBO system, or from the separate survey, to include in the

	of the participants, to be included in the Scientific Report.	Scientific Report.
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After completion (or export from the FEBS-provided website), reporting forms should be emailed to the ACC Secretariat (advanced.courses@febs.org) and FEBS Treasury (finance@febs.org) for checking. Afterwards FEBS will upload them to the '[Advanced Courses applications and reporting](#)' system on the FEBS website.

After assessment of the reports and concluding remarks of the MIC, the FEBS ACC 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.

14.1 The Financial Report

The Financial Report should be signed and scanned (or signed with a valid electronic signature) by the main organizer and by the finance manager or equivalent at the main organizer's institution, and emailed to the FEBS Treasury (finance@febs.org). If scanned, also send a copy of the final Financial Report Excel file.

The Financial Report should give a detailed account of the income and expenditure for the course. All income and all expenditure are 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. Otherwise, if sales tax cannot be reclaimed, please include details as gross figures.

Reasonable personnel costs (e.g., course administrator) may be calculated from timesheets or other documents from a payroll system; please send to FEBS Treasury a summary of these costs (do not send payroll details).

A list of all invoices and receipts should be added to the end of the Financial Report – the documents are NOT to be included in the report and should not be sent to FEBS. However, the course organizer should keep all receipts and invoices for three years (or longer for joint courses: refer to the Decision

Letter for more details), as they might be required for inspection by the UK Charity Commission. FEBS reserves the right to ask to inspect financial documents relating to the course.

14.2 The Evaluation Summary

All courses receiving FEBS support are subject to anonymous evaluation by participants, including young scientists and invited speakers. Organizers must ensure a high return quota of completed questionnaires (minimum 50%) for all courses financed by FEBS. In addition, all participants must be provided with a certificate of attendance.

For courses using FEBS-provided FEBS AC 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 Joint FEBS/EMBO Lecture Courses, the EMBO website/platform will provide an online questionnaire for participants and associated reports, as indicated in the table above.

15 FEBS REGISTRATION GRANTS AND IUBMB TRANSCONTINENTAL YOUTH TRAVEL GRANTS

Course organizers can apply for grants to support the participation of PhD students and postdoctoral researchers in courses of the FEBS AC programme. There are two types of grants: FEBS Registration Grants (previously FEBS YTF Awards) and IUBMB Transcontinental Youth Travel Fund (Trans-YTF) Grants. Funding for the FEBS Registration Grants is awarded to organizers to support the participation of PhD students and postdocs from **within the FEBS area** (countries where there is a [FEBS Constituent Society](#)). In addition, organizers can apply for one IUBMB Trans-YTF Grant per course to assist participation of a young scientist from **outside the FEBS area**. IUBMB Trans-YTF Grants are from a separate budget and are offered as a result of financial support from IUBMB. Up to ten IUBMB Trans-YTF Grants may be funded each year across all approved courses.

If they have requested them in the application form, organizers of approved courses are informed of the total funds they will receive for FEBS Registration Grants on their Decision Letters; the total

amount will depend on the available funds and their course ranking after its evaluation by the FEBS AC Committee, and ranges from €3,000 to €5,000 (though these amounts may change).

From the total amount received, organizers may then award a number of individual FEBS Registration Grants up to a **maximum** of €800 per person, to be used to partly or fully cover the registration fee, including accommodation and meals. Organizers decide the amount of the FEBS Registration Grant for their course, which can be less than the registration fee. For each course, the FEBS Registration Grant awardees will receive an equal amount of support.

IUBMB Trans-YTF Grants may be for a **maximum** of 2,000 USD per person and cover the **full** registration fee including accommodation and meals. The remainder of the funds can contribute towards travel costs. Awardees need to provide evidence of their actual travel costs for IUBMB Trans-YTF Grants.

15.1 Eligibility criteria

Course organizers should select candidates for the FEBS Registration and Trans-YTF Grants on merit (based on their 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 (e.g., gender and FEBS area distribution).

Details of the application procedure for FEBS Registration Grants and IUBMB Trans-YTF Grants and their eligibility criteria should be displayed on the course website using the words 'FEBS Registration Grants and IUBMB Transcontinental Youth Travel Fund Grants' and link to [this webpage](#). The criteria are as described below and only in exceptional circumstances may any of these conditions be waived.

For the FEBS Registration Grants:

- 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 a [FEBS Constituent Society](#) (i.e., within the FEBS area) 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 evidence of membership.
- The applicant must not have received a grant from FEBS to attend a FEBS AC 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](#) (FEBS YSF) in the current year.

- The applicant cannot be a resident of the country where the course will be held.
- Young scientists from the organizers' laboratories are not eligible for FEBS Registration Grants.
- The total number of meeting awards the applicant has previously received from FEBS (FEBS Congress bursary, FEBS YSF grant, and FEBS YTF award for previous FEBS AC) may also be taken into consideration in the selection.

For the IUBMB Transcontinental Youth Travel Fund Grant:

- The IUBMB Trans-YTF grant awardee should work and have current residence in a country that has an [IUBMB-adhering body](#) but does not have a FEBS Constituent Society (i.e., outside the FEBS area).
- 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-adhering body and must provide evidence of membership.
- The applicant should not have received a grant from FEBS to attend a FEBS AC 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 AC. 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 grants.

15.2 Selection process

FEBS Registration Grant applicants should send their 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 on the course website. When the organizers evaluate the scientific achievements of the FEBS Registration

Grant applicants, the length of the applicants' research periods should also be considered.

The course organizers should produce a short-list of their FEBS Registration Grant applicants, which is to be sent to FEBS Treasury for checking, about **12 weeks before the start of the course**. The number of short-listed applicants will depend on the total funds received by the course towards FEBS Registration Grants and the amount of each FEBS Registration Grant. The organizer needs to confirm to FEBS Treasury the full registration fee of their course and the amount of the FEBS Registration Grant. One or two additional applicants should be included in a waiting list.

Organizers need to send to FEBS Treasury the applicants' full name, email address, sex, date of birth, country of current residence, and FEBS Constituent Society they belong to (FEBS Treasury will provide a table to format this information). After checking the eligibility of the short-listed applicants, FEBS Treasury will send the approved applicants a FEBS Registration Grant form, which needs to be completed by the applicants and emailed back to FEBS Treasury. FEBS Treasury will confirm the eligibility, the names, and the amounts of the awards to the course organizer, and then notify the successful candidates by sending them an award letter. FEBS Treasury will send a copy of these award letters to organizers. The total value of the FEBS Registration Grants will be transferred to the course organizer, who will then waive the registration fee, fully or partly, of the awardees. Organizers should liaise with their awardees at an early stage about any remaining payment, i.e., if the registration fee is not fully covered or needs to be refunded (e.g., for pay upfront courses).

The course organizer must confirm to FEBS Treasury the attendance of the FEBS Registration Grant awardees within **a week** of the end of the course. If an awardee does not attend the course, the grant must be returned to FEBS. If their non-attendance is known sufficiently early, the grant may be transferred to a participant on the FEBS Registration Grant waiting list. Records of any relevant payments should be kept for three years, along with all relevant receipts and invoices, as they might be required for inspection by the UK Charity Commission.

Organizers can apply for grant support from other organizations and sponsors but please note that course participants can only receive one award each.

For IUBMB Transcontinental Youth Travel Fund Grants, the FEBS AC Secretariat will send IUBMB the list of funded courses that requested a IUBMB Trans-YTF Grant. IUBMB will select courses to be awarded a grant (up to ten across all approved courses), and the result will be notified by the FEBS AC Secretariat to successful organizers by the date agreed on the Decision Letter. **Please note** that the

Decision Letter and the notification email will contain additional information on the process of selecting and awarding the IUBMB Trans-YTF Grants **recipients**.

15.3 Awardees visibility and certificate

Once confirmed, with permission of the awardees, organizers should publish the list of awardees on the course website and in the program/abstract book, as available. Additionally, FEBS will provide course organizers with a FEBS Registration Grant certificate template, which needs to be filled in with the names of the awardees and presented to them at the course. We also ask that a group photograph of all the awardees is emailed to FEBS AC Secretariat. FEBS will contact the awardees to ask for permission to share the photograph via FEBS channels (e.g., FEBS newsletter or the FEBS Network) or on social media.

16 CONTACT ADDRESSES

FEBS Advanced Courses Committee FEBS ACC Secretariat	Prof. Mauro Maccarrone, FEBS Advanced Courses Committee Chair Fiona Veira-McTiernan, FEBS Events Associate e-mail: advanced.courses@febs.org
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