ICGEB International Centre for Genetic Engineering and Biotechnology

Guidelines for online submission of Fellowship Applications

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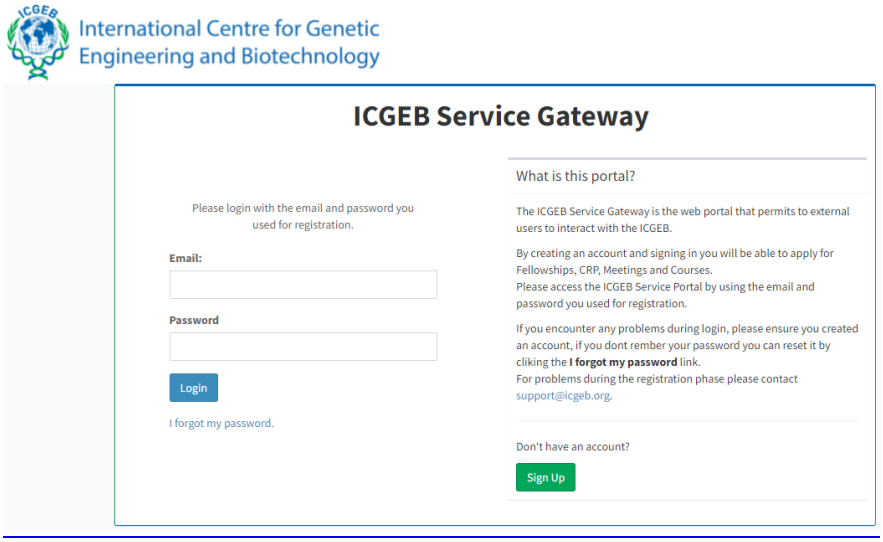
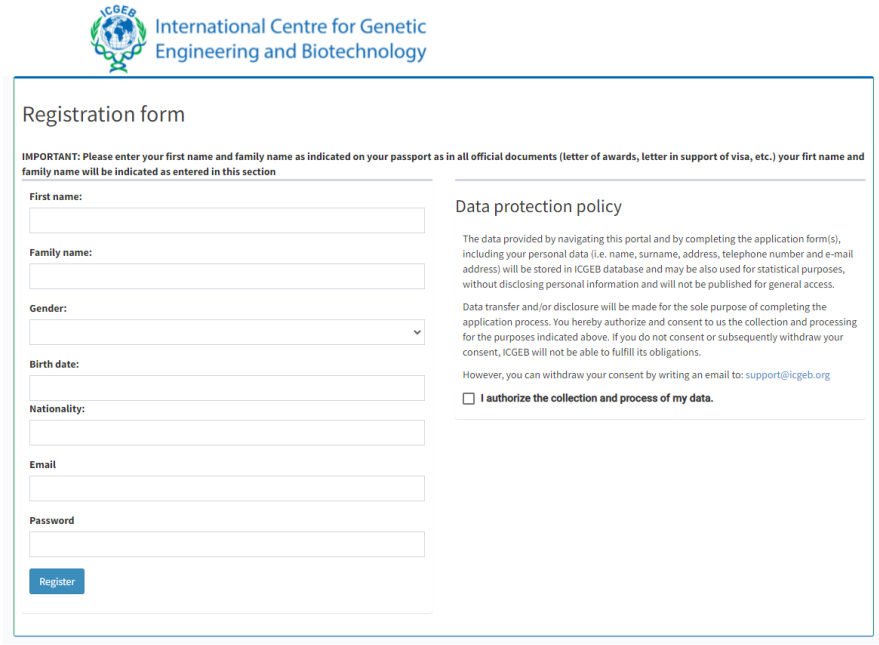
1) Create and account in the ICGEB Service Gateway

The first essential step is to create an account in the ICGEB Service Gateway (ISG) at the following link: https://isg.icgeb.org/auth/login.



Click on **Sign up** to create a new account by filling in the **Registration form**. Please remember to tick the authorization related to the Data Protection Policy.

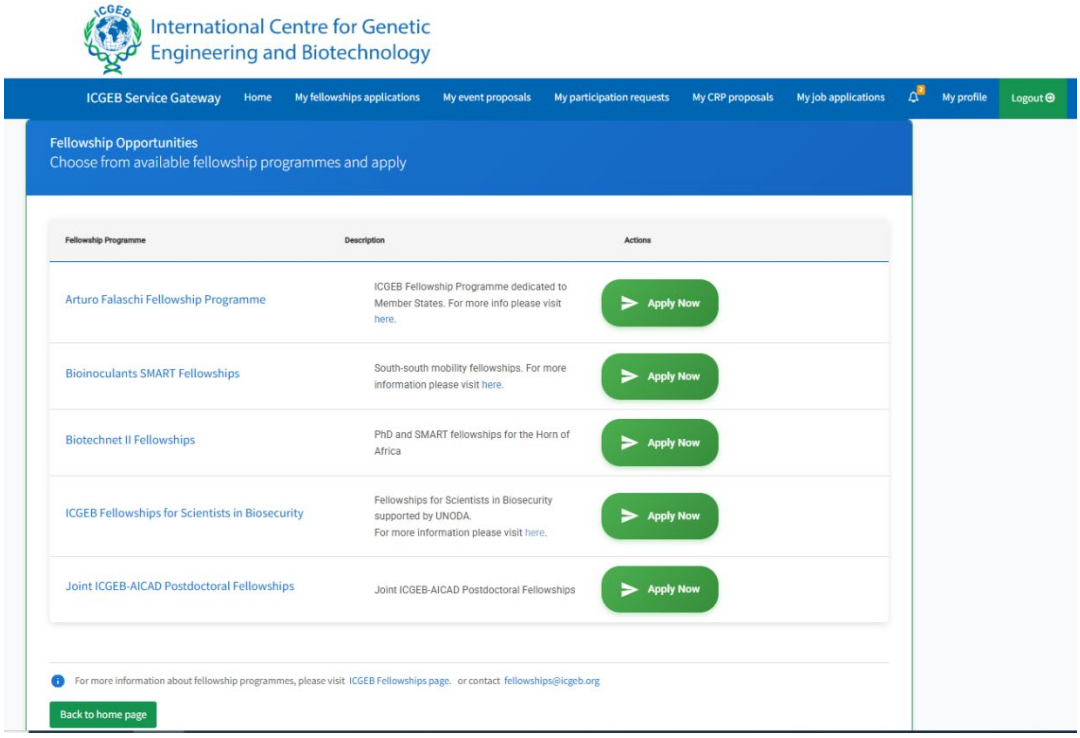


Ensure that your name and surname are correctly indicated (they must match your passport of any other official identification document), as they will appear in all documents related to your application (e.g., Letter of Award, visa supporting documents, etc.).

By creating an account and signing in, you will be able to apply for Fellowships, CRP grants, Meetings and Courses, and to manage your applications through the top-bar menu.

To view the list of fellowship opportunities currently available, please click on '**Apply for an ICGEB fellowship**' on the home page.

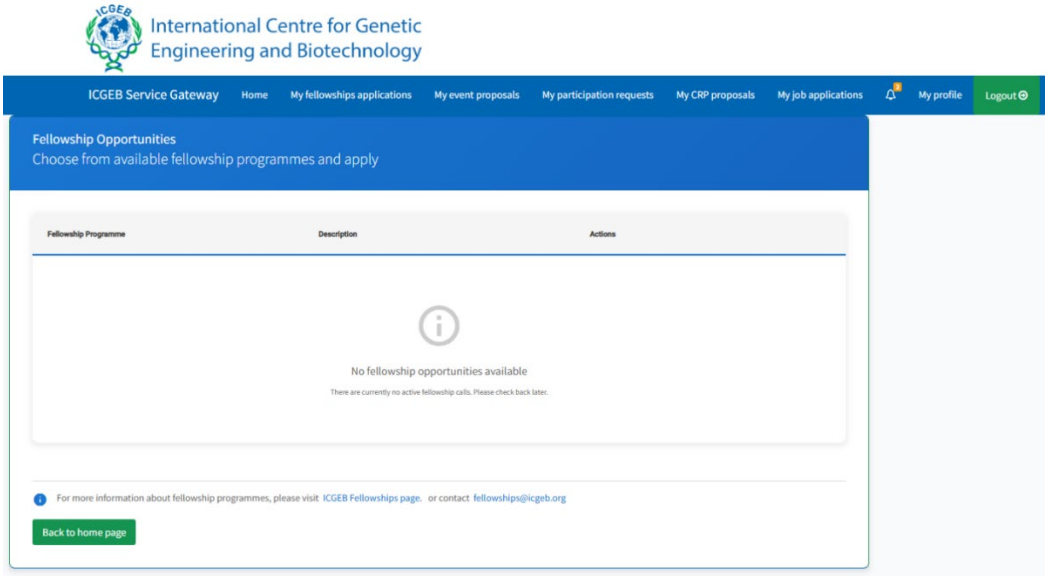
If there are open calls, the page will appear as shown below:



In this case, you can click on “Apply now” to start completing the online application form. Be sure to carefully read all the webpages detailing the requirements before applying.

Please note that you can apply for only one type of fellowship per call, and you can receive an award for only one fellowship. Submitting applications for multiple calls does not increase your chances of being selected.

If there are no open calls, the page will appear as shown below.



In that case, please visit www.icgeb.org/fellowship/ to check for any open calls.

2) How to submit your application

The platform for submission allows you to save your data anytime you wish before sending the full application. Therefore, you can prepare your application over several days, with no need to connect to the portal and complete the submission all in one go.

The application process is divided into steps, and each step requires you to enter some mandatory data. Once you fill in all the required data, press the **Next** button to proceed. You can return to the previous step by clicking the **Back** button.

For your advance information, the mandatory documents to be uploaded with your application are the following:

PhD Long Term (pdf only):

- Your full CV.
- Academic records (Diploma certificates and transcripts, giving detailed information on all courses/final examinations completed, credit value or hours per course and grades received). All academic documents must be issued by the degree-granting university and bear the official seals and signatures and should be submitted in the original language accompanied by an official English translation of each document.
- Written Statement by the ICGEB Principal Investigator supporting your application.
- Identification document (passport or identity card). Recommended passport validity should be at least 12 months.
- English certificate (TOEFL, Cambridge or similar). This document is not required when English was the medium of instruction; however, the university must provide an official certificate attesting to this.

Post-doc Long Term (pdf only):

- Your full CV.
- Academic records (PhD degree certificate, issued by the degree-granting university and bearing the official seal(s) and signatures, should be submitted in the original language accompanied by an official English translation).
- Written Statement by the ICGEB Principal Investigator supporting your application.
- Identification document (passport or identity card). Recommended passport validity should be at least 12 months.
- English certificate (TOEFL, Cambridge or similar). This document is not required when English was the medium of instruction; however, the university must provide an official certificate attesting to this.

PhD/Post doc Short term (pdf only):

- Your full CV.
- Written Statement by the ICGEB Principal Investigator supporting your application.
- Identification document (passport or identity card). Recommended passport validity should be at least 12 months.
- English certificate (TOEFL, Cambridge or similar certificate). This document is not required when English was the medium of instruction; however, the university must provide an official certificate attesting to this.

SMART PhD/Post-doc (pdf only):

- Your full CV, including a list of your publications.
- CV of the Head of the receiving laboratory, including the complete list of publications.
- Identification document (passport or identity card). Recommended passport validity should be at least 12 months.

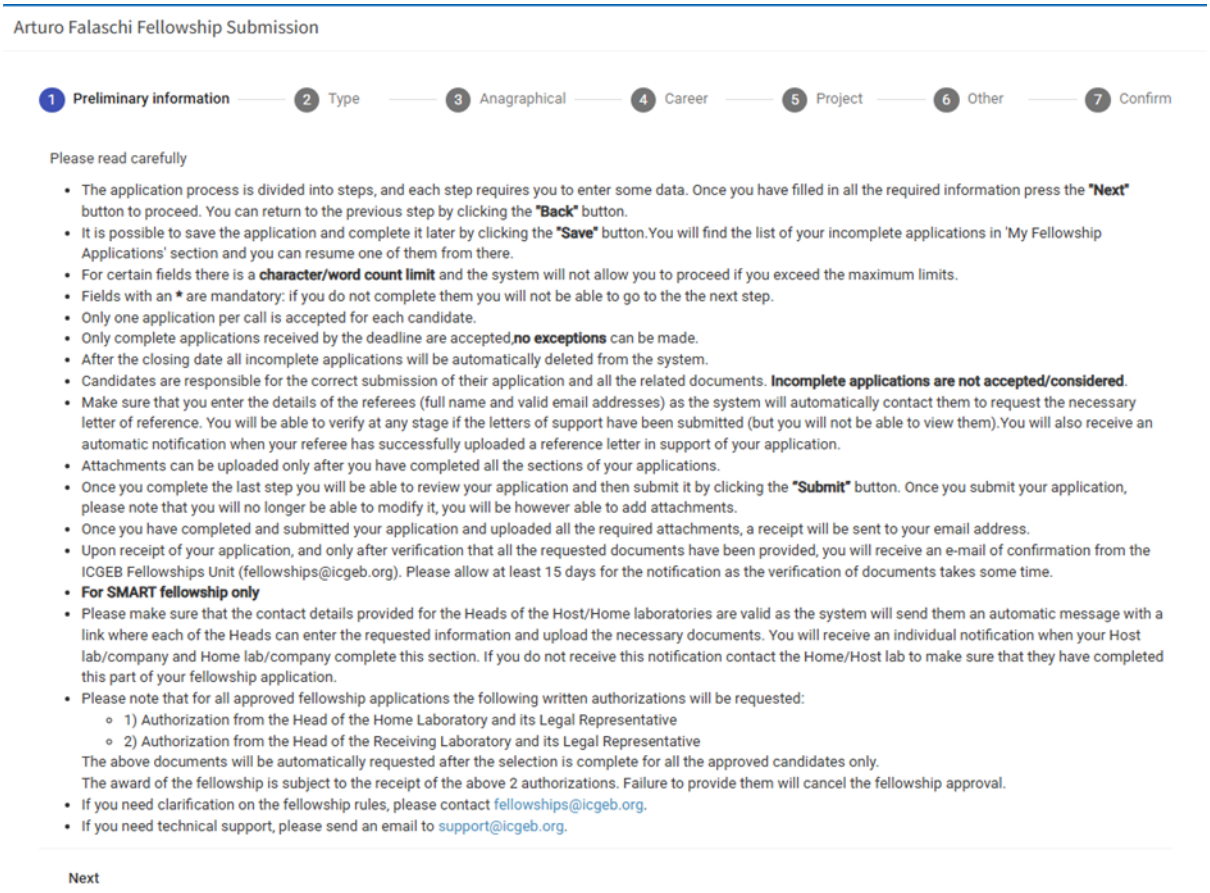
IMPORTANT: you need to complete the full application before proceeding to upload the necessary and required attachments.

Please check whether any other specific documents are required for each Programme.

3) How to fill-in the sections of the on-line form

Please find below an overview of the sections of the online forms with relevant info requested.

Section 1 - Preliminary information


Arturo Falaschi Fellowship Submission

1 Preliminary information — 2 Type — 3 Anagraphical — 4 Career — 5 Project — 6 Other — 7 Confirm

Please read carefully

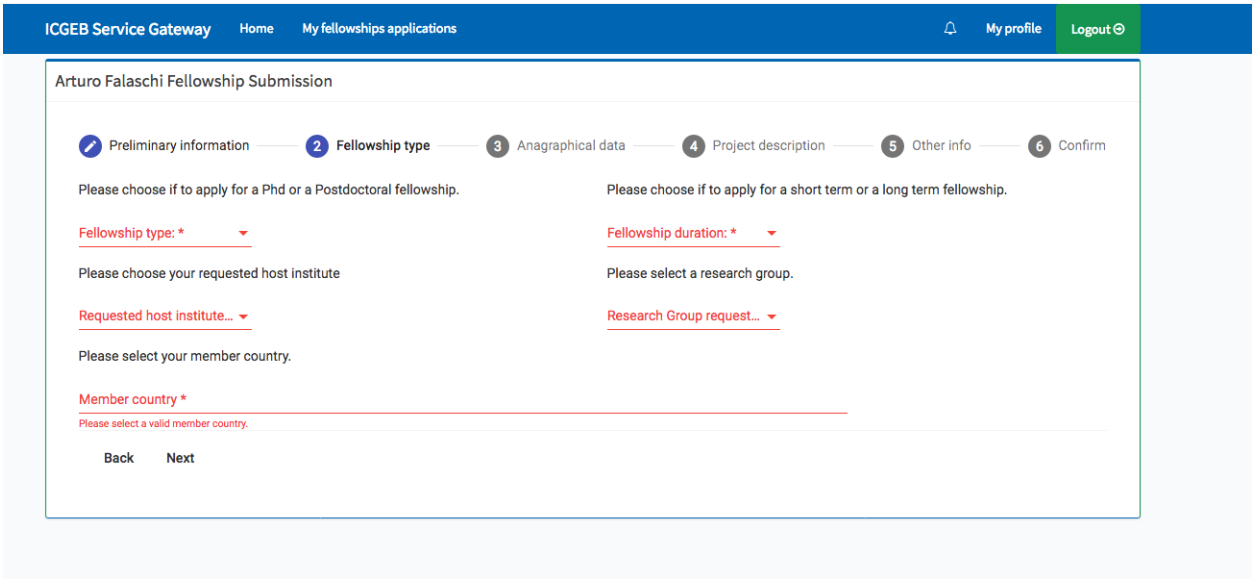
- The application process is divided into steps, and each step requires you to enter some data. Once you have filled in all the required information press the **"Next"** button to proceed. You can return to the previous step by clicking the **"Back"** button.
- It is possible to save the application and complete it later by clicking the **"Save"** button.You will find the list of your incomplete applications in 'My Fellowship Applications' section and you can resume one of them from there.
- For certain fields there is a **character/word count limit** and the system will not allow you to proceed if you exceed the maximum limits.
- Fields with an ***** are mandatory: if you do not complete them you will not be able to go to the the next step.
- Only one application per call is accepted for each candidate.
- Only complete applications received by the deadline are accepted,**no exceptions** can be made.
- After the closing date all incomplete applications will be automatically deleted from the system.
- Candidates are responsible for the correct submission of their application and all the related documents. **Incomplete applications are not accepted/considered**.
- Make sure that you enter the details of the referees (full name and valid email addresses) as the system will automatically contact them to request the necessary letter of reference. You will be able to verify at any stage if the letters of support have been submitted (but you will not be able to view them).You will also receive an automatic notification when your referee has successfully uploaded a reference letter in support of your application.
- Attachments can be uploaded only after you have completed all the sections of your applications.
- Once you complete the last step you will be able to review your application and then submit it by clicking the **"Submit"** button. Once you submit your application, please note that you will no longer be able to modify it, you will be however able to add attachments.
- Once you have completed and submitted your application and uploaded all the required attachments, a receipt will be sent to your email address.
- Upon receipt of your application, and only after verification that all the requested documents have been provided, you will receive an e-mail of confirmation from the ICGEB Fellowships Unit (fellowships@icgeb.org). Please allow at least 15 days for the notification as the verification of documents takes some time.
- **For SMART fellowship only**
- Please make sure that the contact details provided for the Heads of the Host/Home laboratories are valid as the system will send them an automatic message with a link where each of the Heads can enter the requested information and upload the necessary documents. You will receive an individual notification when your Host lab/company and Home lab/company complete this section. If you do not receive this notification contact the Home/Host lab to make sure that they have completed this part of your fellowship application.
- Please note that for all approved fellowship applications the following written authorizations will be requested:
  - 1) Authorization from the Head of the Home Laboratory and its Legal Representative
  - 2) Authorization from the Head of the Receiving Laboratory and its Legal Representative

  The above documents will be automatically requested after the selection is complete for all the approved candidates only.
  The award of the fellowship is subject to the receipt of the above 2 authorizations. Failure to provide them will cancel the fellowship approval.
- If you need clarification on the fellowship rules, please contact fellowships@icgeb.org.
- If you need technical support, please send an email to support@icgeb.org.

Next

Please read this introductory part carefully before proceeding.

Section 2 - Fellowship Type



All the fields of this section are mandatory (*).

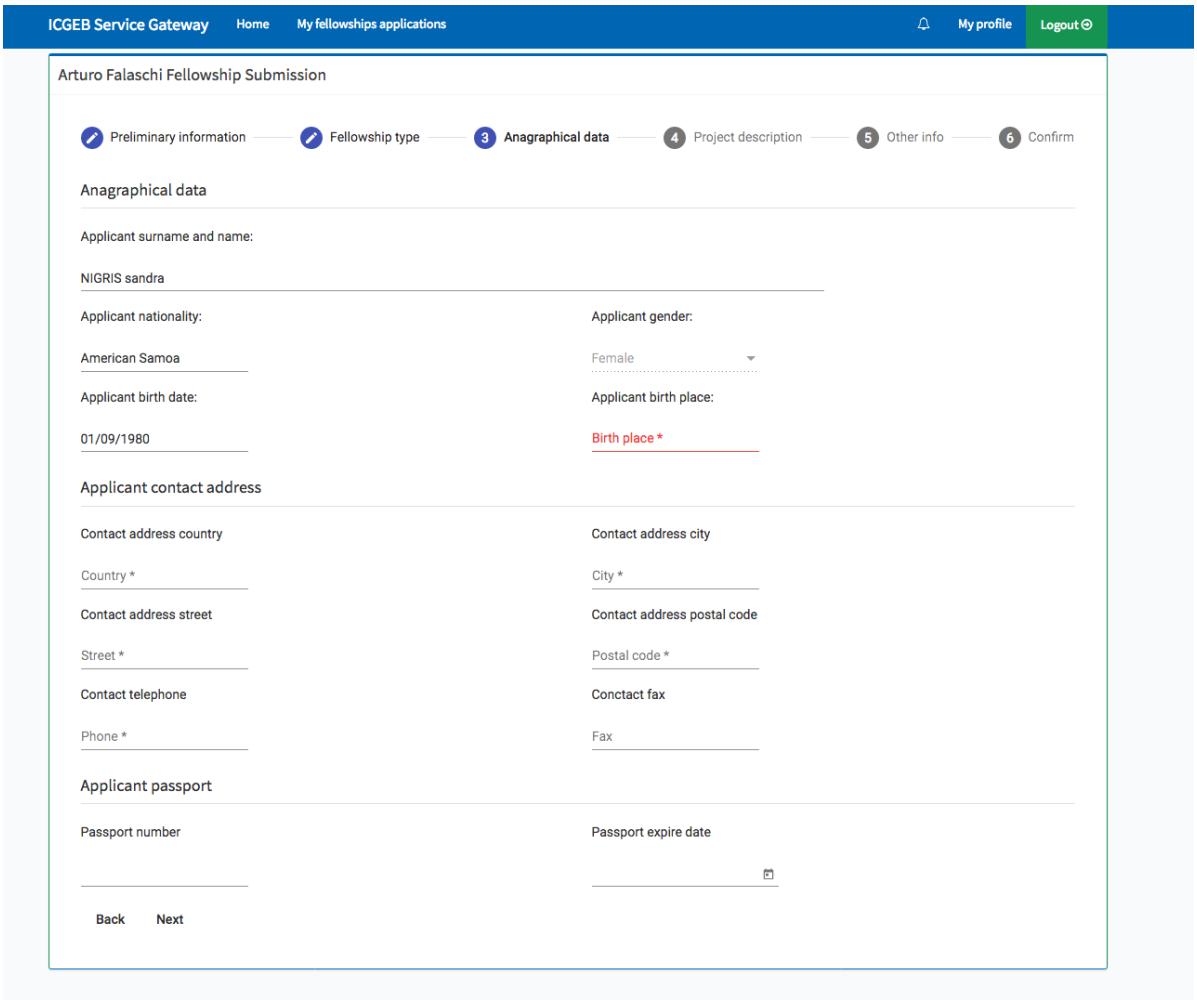
Regarding the type of fellowship, you can choose between PhD or Postdoc.

The duration of the fellowship could be long-term or short term, or SMART (short-term). For these latter fellowships, please refer to the dedicated SMART guidelines.

For the Requested Host Institute, you can choose between our 3 Components: Trieste (Italy), New Delhi (India), Cape Town (South Africa).

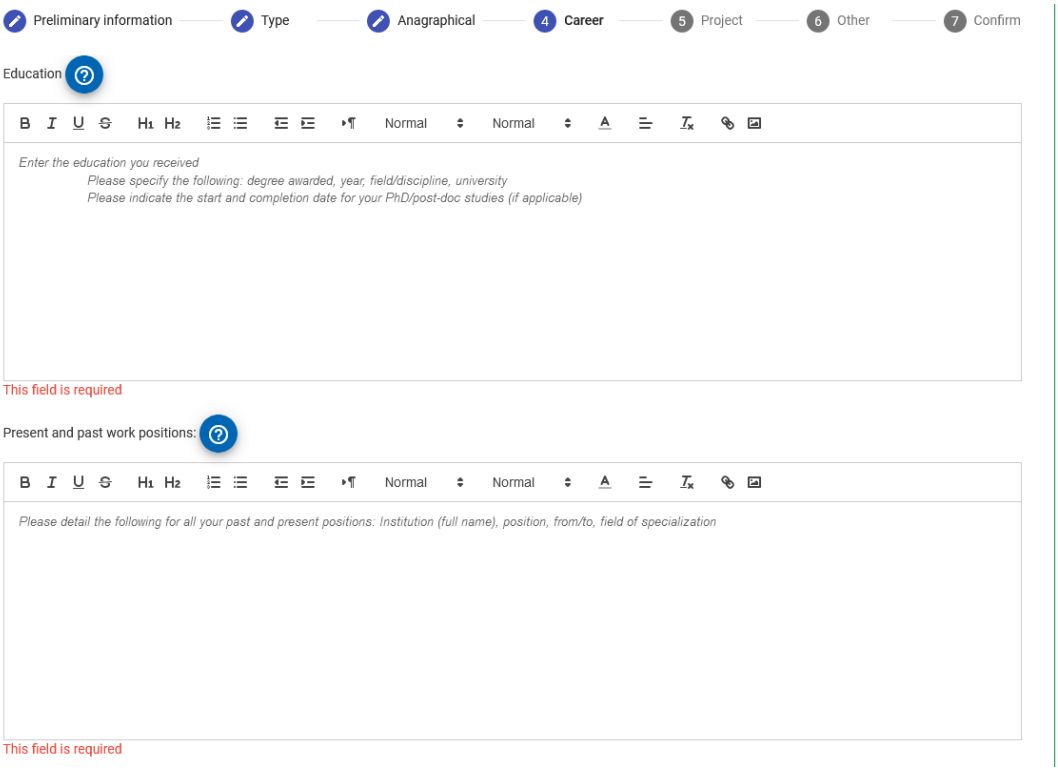
Research group: in this section, please indicate the laboratory/Group leader you have contacted and that has provided you with the mandatory written statement in support of your application.

Section 3 - Anagraphical data

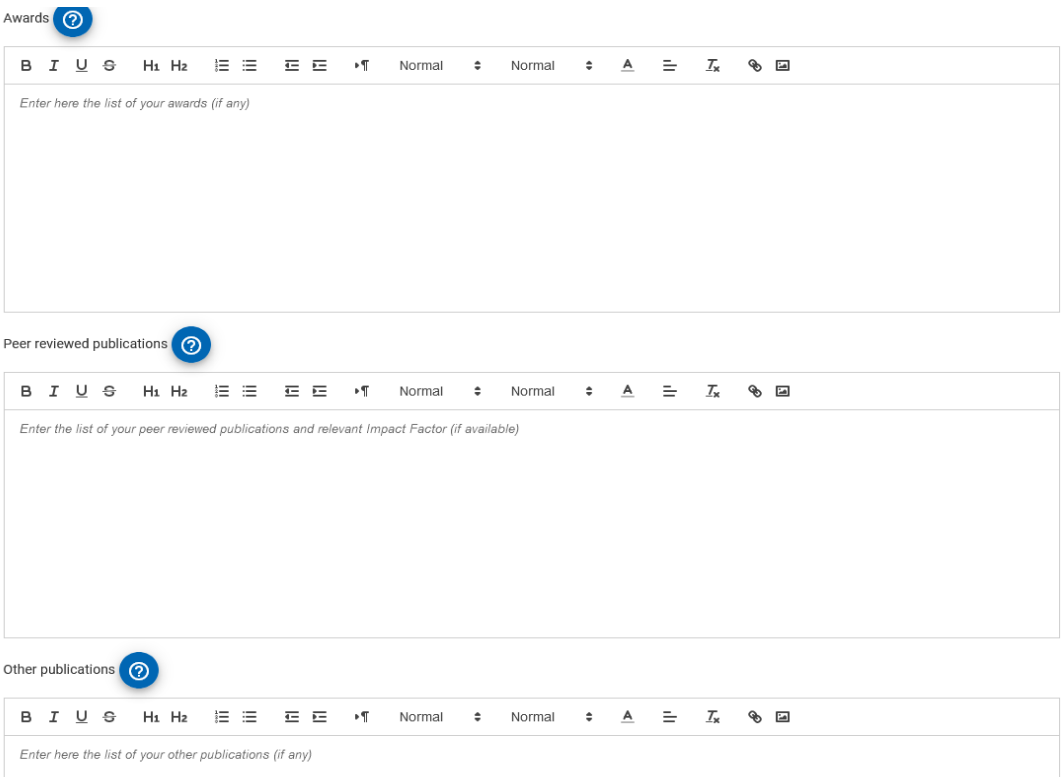


Please check that your name and surname are correctly indicated (they must match your passport or any other official identification document) as they will appear in all the documents of your applications (e.g., Letter of Award, visa supporting documents, etc.).

Section 4 – Career

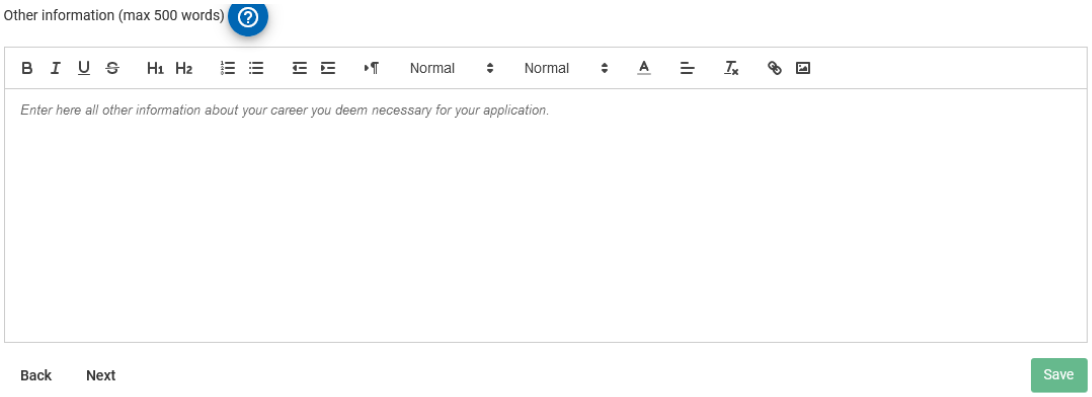


Please indicate your educational background and your current and previous employment/work positions. Please note that all these fields are mandatory.



Please provide information on any awards you have received and list your peer-reviewed[1] and other publications.

IMPORTANT: It is not possible to attach papers in this section.



In the last section “Other information” please enter any additional details on your career that you deem it necessary and/or useful to better assess your application.

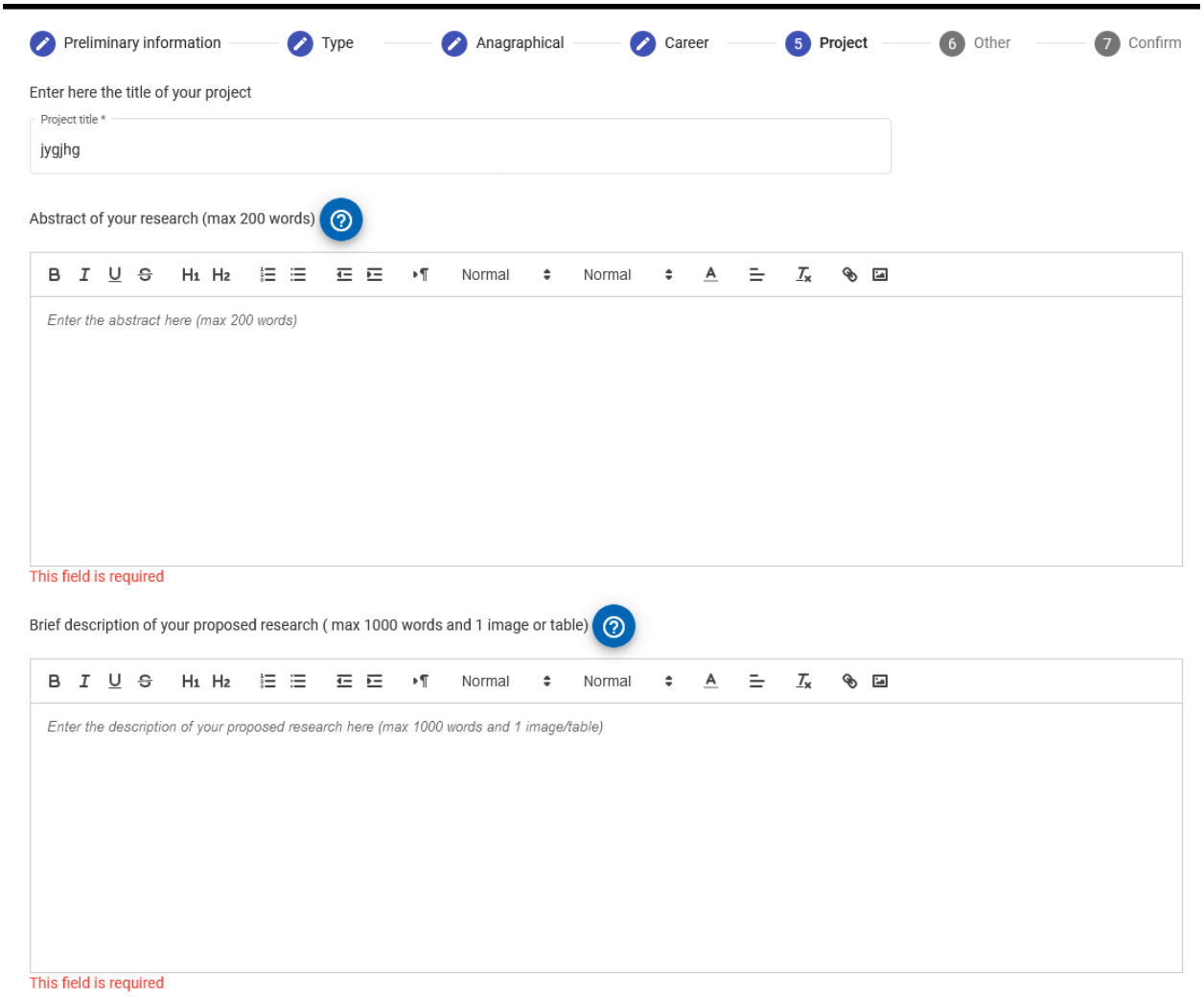
[1] *Peer review* is an academic term for **quality control**. Each article published in a peer-reviewed journal was closely examined by a panel of reviewers who are experts on the article's topic (that is to say, the author’s professional peers, hence the term peer review). The reviewers look for proper use of research methods, significance of the paper’s contribution to the existing literature, and integration of previous authors’ work on the topic in any discussion (including citations). Papers published in these journals are expert-approved and the most authoritative sources of information for college-level research papers.

Section 5 - Project

All the fields in this section are mandatory (*).

For some fields, a maximum number of words is allowed, as indicated in each section of the online application form.

IMPORTANT: You are allowed to insert only one image in the section “Brief description of your proposed research”. Please do not copy/paste the image but use the appropriate upload button.



Specific aims of the project (max 200 words)

bj

Cited literature (max 200 words)

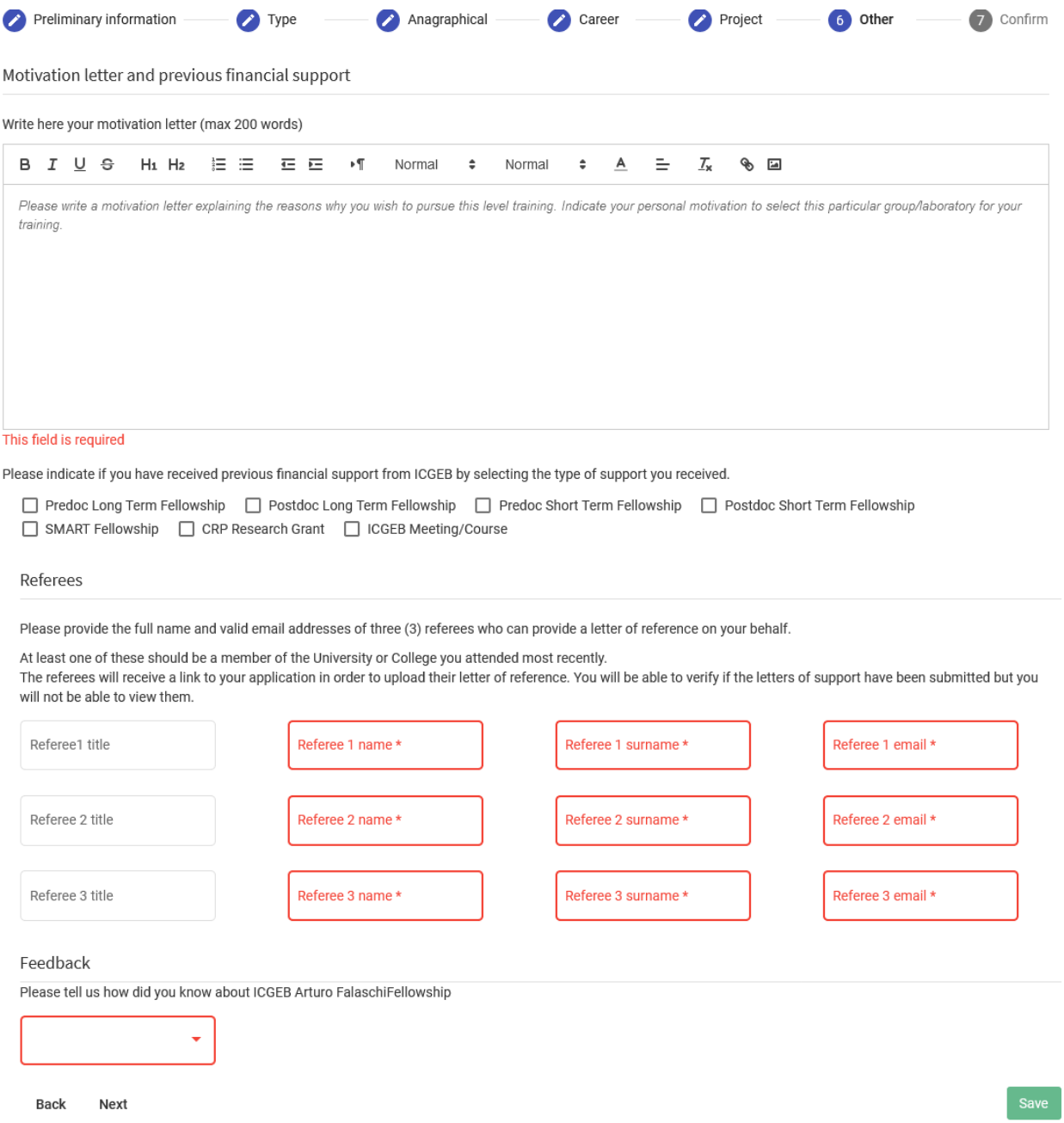
hhh

Back Next Save

Section 6 - Other

In this section, please provide a motivation letter explaining why you wish to pursue this training. Indicate your personal motivation to select this particular group/laboratory for your training and what are your expectations for this fellowship.

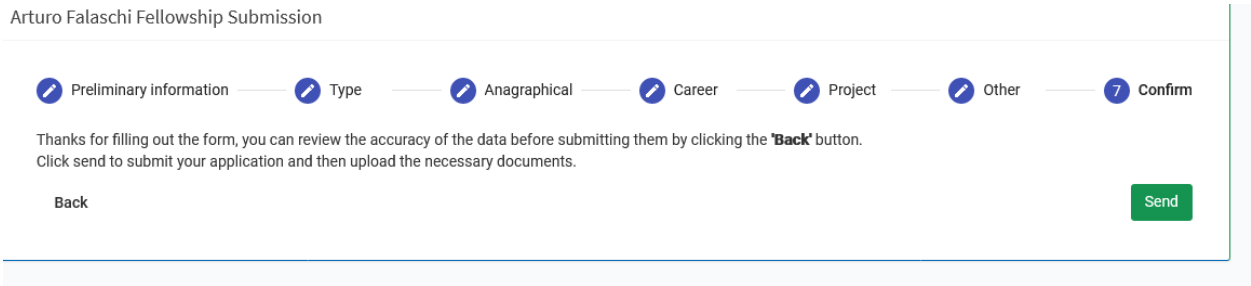
Please provide the full name and email addresses of two or three referees (depending on the fellowship application you are submitting) who can provide a letter of reference on your behalf. At least one of the referees should be a member of the University or College you attended most recently.



Please make sure that the contact details of the referees are valid as the system will send an automatic message to the email you have provided, with a link where the referee can upload the recommendation letter. You will receive an automatic notification when your referee has successfully uploaded a reference letter in support of your application.

IMPORTANT: DO NOT upload the reference letters as they will not be considered.

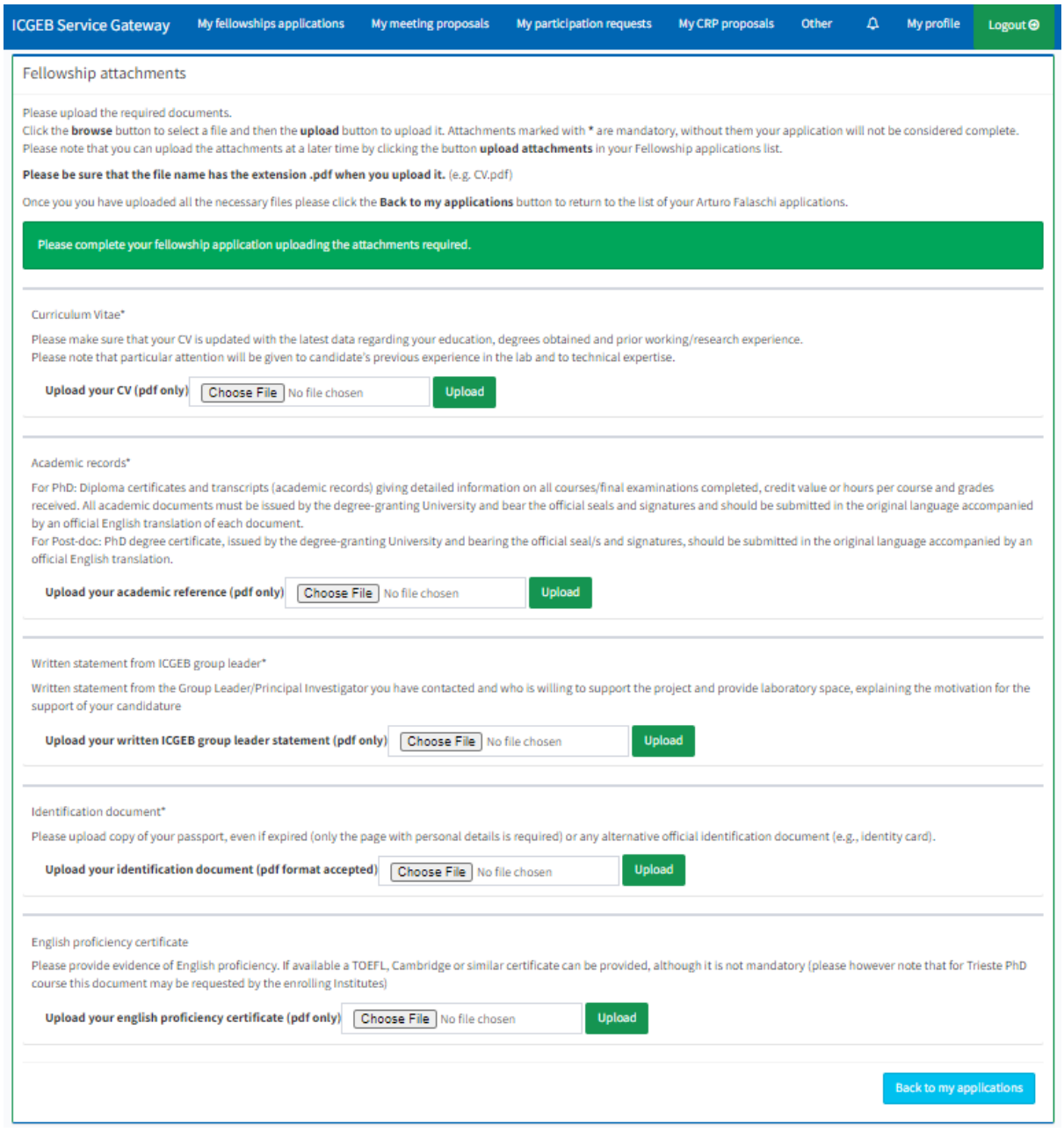
Section 7 - Confirm



As indicated in the section **Preliminary information**, you need to complete the application before proceeding to upload the required attachments. Please complete all the fields/sections, confirm your submission by clicking the green button **Send** and you will be automatically directed to the **Attachments** section where you will be able to upload all the necessary documents (i.e., your full CV, academic references, Written Statement, identity documents, English Certificate, etc.).

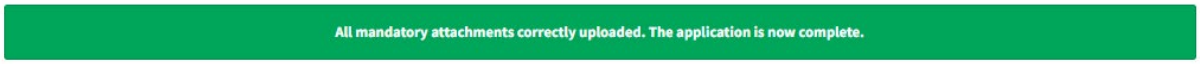
Section 8 - Fellowship attachments

IMPORTANT: The system does not foresee the possibility of attaching documents other than those mandatory. Your application and attachments will not be modifiable after submission. If you made a mistake in the submission process, please contact support@icgeb.org.
Only pdf files are allowed for uploading in the attachments section.



After the submission, the **Attachments** sections are green to enable the applicant to upload the attachments requested.

A confirmation at the end of the **Attachments** page will appear when all the documents have been correctly uploaded.

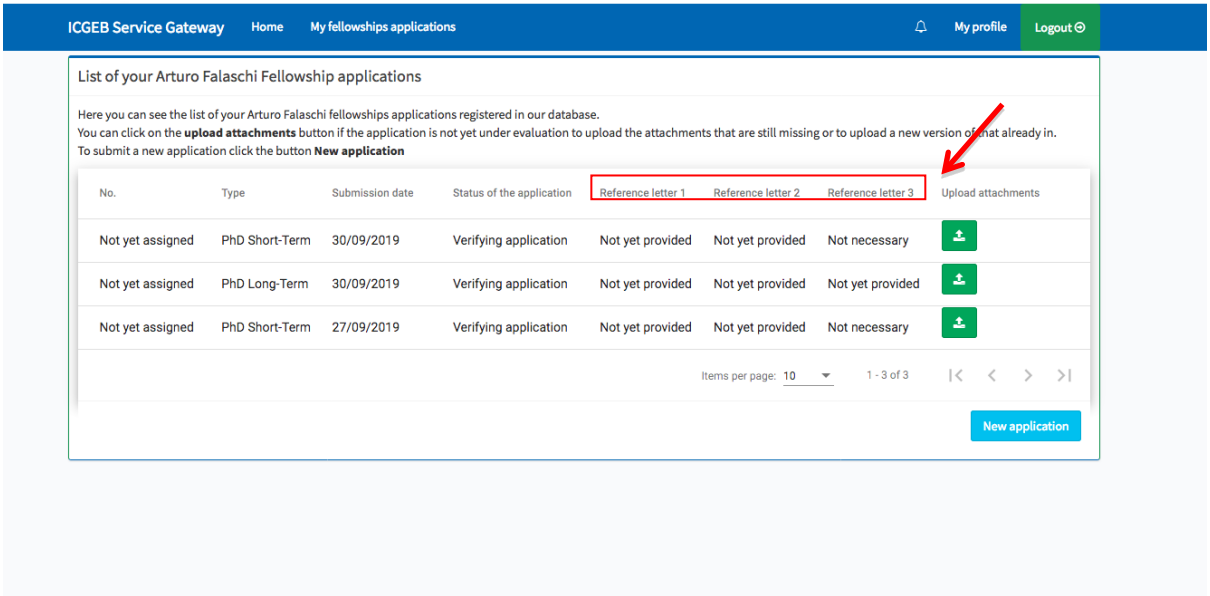


As soon as you complete your online application and confirm the submission, you will receive an automatic notification confirming that your application has been received.

IMPORTANT: This automatic message confirms only that your submission has been successful, not that your application has been admitted to the selection.

An e-mail of acknowledgment is sent only after verification that all the requested documents have been provided. Please allow a minimum of 15 days for the notification as the verification of documents takes some time.

After uploading all the required attachments, you can check the status of your application in **My fellowship applications** section. Here you can see if your referees have already provided the mandatory letters of recommendation in your support and solicit them in case they have not done so yet.



Should you encounter any technical problems, please contact support@icgeb.org.

4) Additional information & clarifications

(Please refer also to the FAQs available on the Fellowship webpages)

Academic records

When requested for your application and if you do not have them available, you may apply with the proviso that you obtain the requested degree (BSc, MSc, PhD depending on your fellowship application) before the start of the fellowship.

Please provide, in lieu of the Bachelor/Master diploma, a certificate issued by your University confirming when you will complete your Bachelor/Master studies and complete with a transcript of all the courses completed and the scores obtained.

Please provide, in lieu of the PhD diploma, a certificate issued by your University confirming when you will complete your PhD studies and the date of the viva.

IMPORTANT: In the event that your application is positively evaluated by the Fellowships Committee, the award will be kept on hold pending to the completion of your Bachelor/Master/PhD studies and submission of the relevant certificates.

Written Statement

This document is mandatory and it is the first and essential step to apply for an ICGEB fellowship. This document is an indispensable part of the application as it confirms the willingness of the supervisor to host you and availability of laboratory space, and defines the research project proposal that will form an integral part of the application. The dates of the fellowship must also be agreed with the supervisor.

In order to obtain a written statement, **before applying** you should send to your potential supervisor an email, including an updated CV, indicating why you are interested in joining his/her group, and what general area you would be interested in working on. Highlight your research experience, previous presentations and publications, what you expect to achieve through the fellowship. This will show that you are serious and well qualified. Do not send a general circular message as this is unlikely to be successful.

The complete list of our Group Leaders including contact details could be found at the following link: https://www.icgeb.org/the-faculty/.