



ICGEB

International Centre for Genetic
Engineering and Biotechnology

Guidelines for online submission of Fellowship Applications

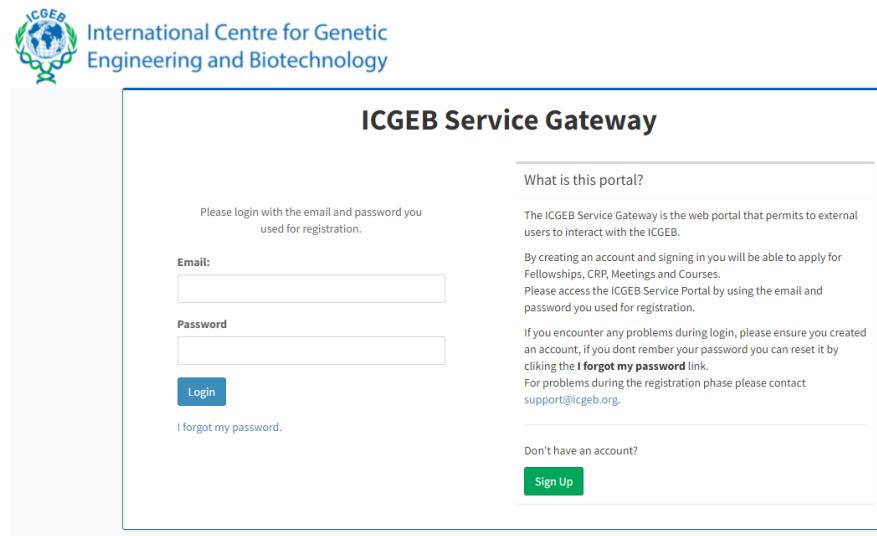


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1) Create and account in the ICGEB Service Gateway

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>.



Please login with the email and password you used for registration.

Email:

Password:

Login

[I forgot my password.](#)

What is this portal?

The ICGEB Service Gateway is the web portal that permits to external users to interact with the ICGEB.

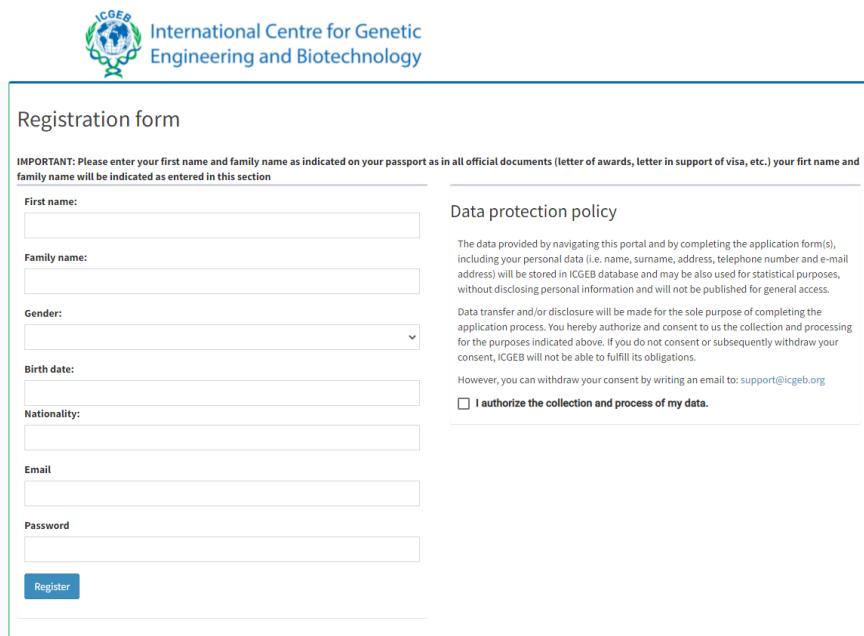
By creating an account and signing in you will be able to apply for Fellowships, CRP, Meetings and Courses. Please access the ICGEB Service Portal by using the email and password you used for registration.

If you encounter any problems during login, please ensure you created an account, if you don't remember your password you can reset it by clicking the [I forgot my password](#) link. For problems during the registration phase please contact support@icgeb.org.

Don't have an account?

Sign Up

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.



Registration form

IMPORTANT: Please enter your first name and family name as indicated on your passport as in all official documents (letter of awards, letter in support of visa, etc.) your first name and family name will be indicated as entered in this section

First name:

Family name:

Gender:

Birth date:

Nationality:

Email:

Password:

Register

Data protection policy

The data provided by navigating this portal and by completing the application form(s), including your personal data (i.e. name, surname, address, telephone number and e-mail address) will be stored in ICGEB database and may be also used for statistical purposes, without disclosing personal information and will not be published for general access.

Data transfer and/or disclosure will be made for the sole purpose of completing the application process. You hereby authorize and consent to us the collection and processing for the purposes indicated above. If you do not consent or subsequently withdraw your consent, ICGEB will not be able to fulfill its obligations.

However, you can withdraw your consent by writing an email to: support@icgeb.org

I authorize the collection and process of my data.

Ensure 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 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.

 International Centre for Genetic Engineering and Biotechnology

ICGEB Service Gateway Home My fellowships applications My event proposals My participation requests My CRP proposals My job applications  My profile Logout 

Welcome GARBERO Chiara

What would you like to do?

 ICGEB Fellowship Programme
[Apply for an ICGEB fellowship](#)

 Collaborative Research Programme – ICGEB Research Grants
[Call for CRP grants is currently closed](#)

 Call for Proposals - Meetings and Courses
[Submit an event proposal \(Organisers\)](#)

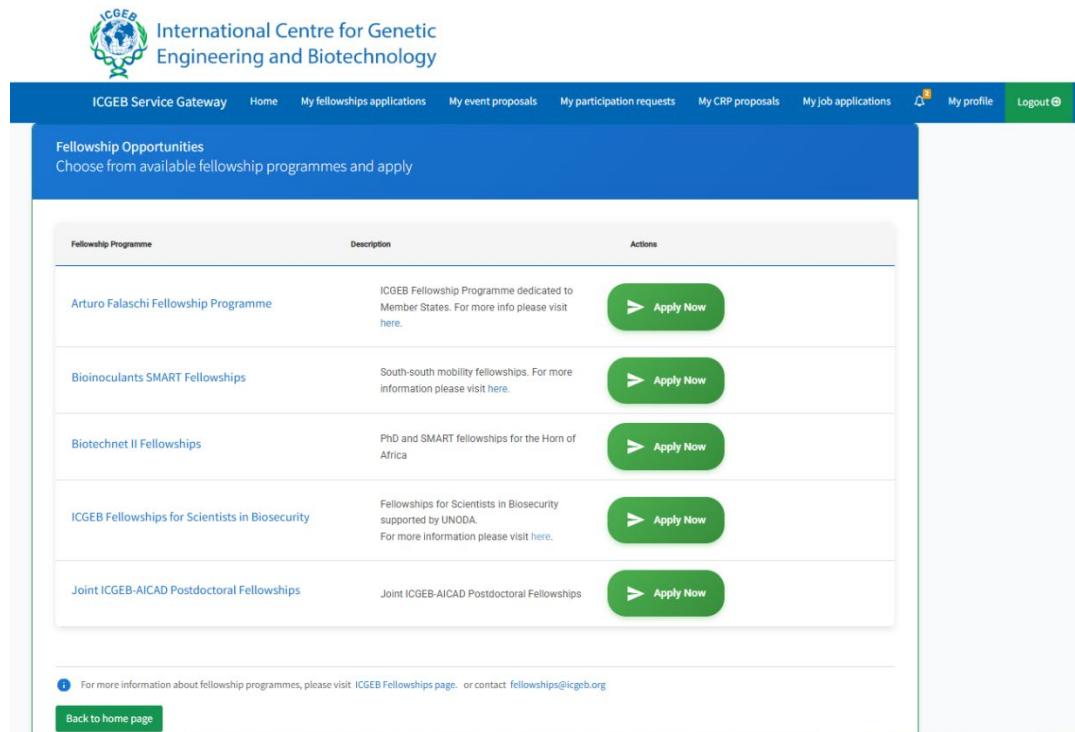
 Request to attend - Meetings and Courses
[Request to attend an ICGEB event \(Participant\)](#)

 Work with us
[Apply for a job position](#)

Useful tips

- This portal has been optimized to work with the latest versions of **Mozilla Firefox, Google Chrome and Microsoft Edge**
- Already submitted an application or left one incomplete? Click on the appropriate link on the top bar to see a list of your applications for fellowships, meeting proposals etc. From there you will be able to complete them with the required data or upload the missing documentation.
- Not sure if you have the requirements for a fellowship application, a meeting proposal, a request to attend an ICGEB event or a CRP grant? Be sure to read the instructions on the first page of the application process, if you are still not sure you can contact the appropriate offices with the mail addresses provided there.
- Experiencing technical problems? Please contact support@icgeb.org describing the actions you were doing when the problem arose.

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



The screenshot shows the ICGBE Service Gateway interface. At the top, there is a navigation bar with links: ICGBE Service Gateway, Home, My fellowships applications, My event proposals, My participation requests, My CRP proposals, My job applications, My profile (with a notification icon), and Logout. Below the navigation bar, a blue header bar says "Fellowship Opportunities" and "Choose from available fellowship programmes and apply". The main content area is a table with three columns: "Fellowship Programme", "Description", and "Actions". The table lists five fellowship programmes with their descriptions and "Apply Now" buttons:

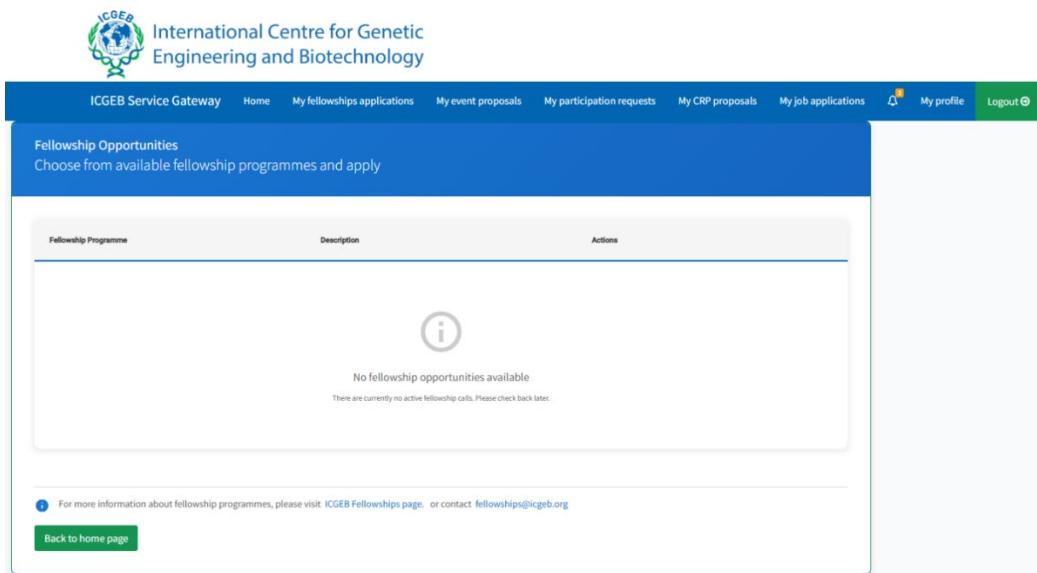
Fellowship Programme	Description	Actions
Arturo Falaschi Fellowship Programme	ICGBE Fellowship Programme dedicated to Member States. For more info please visit here .	Apply Now
Bioinoculants SMART Fellowships	South-south mobility fellowships. For more information please visit here .	Apply Now
Biotechnet II Fellowships	PhD and SMART fellowships for the Horn of Africa	Apply Now
ICGBE Fellowships for Scientists in Biosecurity	Fellowships for Scientists in Biosecurity supported by UNODA. For more information please visit here .	Apply Now
Joint ICGBE-AICAD Postdoctoral Fellowships	Joint ICGBE-AICAD Postdoctoral Fellowships	Apply Now

At the bottom of the page, there is a note: "For more information about fellowship programmes, please visit [ICGBE Fellowships page](#) or contact fellowships@icgeb.org". A "Back to home page" button is also present.

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.



The screenshot shows the ICGBE Service Gateway interface, similar to the previous one but with a different content area. The main content area is a table with three columns: "Fellowship Programme", "Description", and "Actions". The table has a single row with a large "i" icon in the "Description" column and the text "No fellowship opportunities available" below it. A note at the bottom of the page states: "There are currently no active fellowship calls. Please check back later." At the bottom of the page, there is a note: "For more information about fellowship programmes, please visit [ICGBE Fellowships page](#) or contact fellowships@icgeb.org". A "Back to home page" button is also present.

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 Anographical —— 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 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 RepresentativeThe 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

ICGEB Service Gateway Home My fellowships applications [Logout](#)

Arturo Falaschi Fellowship Submission

1 Preliminary information 2 Fellowship type 3 Anographical data 4 Project description 5 Other info 6 Confirm

Please choose if to apply for a Phd or a Postdoctoral fellowship. Please choose if to apply for a short term or a long term fellowship.

Fellowship type: * Fellowship duration: *

Please choose your requested host institute Please select a research group.

Requested host institute... Research Group request...

Please select your member country.

Member country * Please select a valid member country.

Back Next

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 - Anographical data

The screenshot shows a web-based application for fellowship submissions. At the top, a blue header bar displays the text 'ICGEB Service Gateway' and 'My profile' with a 'Logout' button. Below the header, a title 'Arturo Falaschi Fellowship Submission' is followed by a horizontal navigation bar with six steps: 'Preliminary information', 'Fellowship type', '3 Anographical data' (which is the active step, highlighted in blue), 'Project description', 'Other info', and 'Confirm'. The main content area is titled 'Anographical data'. It contains several input fields for personal information: 'Applicant surname and name' (NIGRIS sandra), 'Applicant nationality' (American Samoa), 'Applicant birth date' (01/09/1980), 'Applicant gender' (Female), 'Applicant birth place' (Birth place *), 'Applicant contact address' (Contact address country: Country *; Contact address street: Street *; Contact telephone: Phone *), 'Contact address city' (City *), 'Contact address postal code' (Postal code *), 'Contact fax' (Fax), 'Applicant passport' (Passport number and Passport expire date), and a 'Comments' section. At the bottom of the form are 'Back' and 'Next' buttons.

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

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

Education 

B I U S H1 H2 ≡ ≡ → Normal Normal A ≡ Tx Q

Enter the education you received

Please specify the following: degree awarded, year, field/discipline, university

Please indicate the start and completion date for your PhD/post-doc studies (if applicable)

This field is required

Present and past work positions: 

B I U S H1 H2 ≡ ≡ → Normal Normal A ≡ Tx Q

Please detail the following for all your past and present positions: Institution (full name), position, from/to, field of specialization

This field is required

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

Awards 

B I U S H1 H2 ≡ ≡ → Normal Normal A ≡ Tx Q

Enter here the list of your awards (if any)

Peer reviewed publications 

B I U S H1 H2 ≡ ≡ → Normal Normal A ≡ Tx Q

Enter the list of your peer reviewed publications and relevant Impact Factor (if available)

Other publications 

B I U S H1 H2 ≡ ≡ → Normal Normal A ≡ Tx Q

Enter here the list of your other publications (if any)

Please provide information on any awards you have received and list your peer-reviewed¹ and other publications.

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

Other information (max 500 words) [?](#)

B **I** **U** **S** **H₁** **H₂** **≡** **≡** **≡** **≡** **Normal** **Normal** **A** **≡** **I_x** **≡** **≡**

Enter here all other information about your career you deem necessary for your application.

Back [Next](#) [Save](#)

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.

 Preliminary information  Type  Anagraphical  Career  Project  Other  Confirm

Enter here the title of your project

Project title *

jyghjg

Abstract of your research (max 200 words) 



Enter the abstract here (max 200 words)

This field is required

Brief description of your proposed research (max 1000 words and 1 image or table) 



Enter the description of your proposed research here (max 1000 words and 1 image/table)

This field is required

Specific aims of the project (max 200 words)

?

bj

Cited literature (max 200 words)

?

hhhh

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.



Motivation letter and previous financial support

Write here your motivation letter (max 200 words)

B **I** **U** **S** **H₁** **H₂** **≡** **≡** **≡** **≡** **Normal** **Normal** **A** **≡** **I_x** **⌚** **✉**

Please write a motivation letter explaining the reasons why you wish to pursue this level training. Indicate your personal motivation to select this particular group/laboratory for your training.

This field is required

Please indicate if you have received previous financial support from ICGEB by selecting the type of support you received.

Predoc Long Term Fellowship Postdoc Long Term Fellowship Predoc Short Term Fellowship Postdoc Short Term Fellowship
 SMART Fellowship CRP Research Grant ICGEB Meeting/Course

Referees

Please provide the full name and valid email addresses of three (3) referees who can provide a letter of reference on your behalf.

At least one of these should be a member of the University or College you attended most recently.

The referees will receive a link to your application in order to upload their letter of reference. You will be able to verify if the letters of support have been submitted but you will not be able to view them.

Referee1 title	Referee 1 name *	Referee 1 surname *	Referee 1 email *
Referee 2 title	Referee 2 name *	Referee 2 surname *	Referee 2 email *
Referee 3 title	Referee 3 name *	Referee 3 surname *	Referee 3 email *

Feedback

Please tell us how did you know about ICGEB Arturo Falaschi Fellowship

1. **What is the name of the author?**

[Back](#) [Next](#)

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

Arturo Falaschi Fellowship Submission

 Preliminary information  Type  Anagraphical  Career  Project  Other  7 confirm

Thanks for filling out the form, you can review the accuracy of the data before submitting them by clicking the 'Back' button.
Click send to submit your application and then upload the necessary documents.

Back

Send

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.

ICGB Service Gateway My fellowships applications My meeting proposals My participation requests My CRP proposals Other [My profile](#) [Logout](#)

Fellowship attachments

Please upload the required documents. Click the **browse** button to select a file and then the **upload** button to upload it. Attachments marked with * are mandatory, without them your application will not be considered complete. Please note that you can upload the attachments at a later time by clicking the button **upload attachments** in your Fellowship applications list.

Please be sure that the file name has the extension .pdf when you upload it. (e.g. CV.pdf)

Once you have uploaded all the necessary files please click the **Back to my applications** button to return to the list of your Arturo Falaschi applications.

Please complete your fellowship application uploading the attachments required.

Curriculum Vitae*

Please make sure that your CV is updated with the latest data regarding your education, degrees obtained and prior working/research experience. Please note that particular attention will be given to candidate's previous experience in the lab and to technical expertise.

Upload your CV (pdf only) No file chosen

Academic records*

For PhD: Diploma certificates and transcripts (academic records) 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.

For Post-doc: 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.

Upload your academic reference (pdf only) No file chosen

Written statement from ICGB group leader*

Written statement from the Group Leader/Principal Investigator you have contacted and who is willing to support the project and provide laboratory space, explaining the motivation for the support of your candidature

Upload your written ICGB group leader statement (pdf only) No file chosen

Identification document*

Please upload copy of your passport, even if expired (only the page with personal details is required) or any alternative official identification document (e.g., identity card).

Upload your identification document (pdf format accepted) No file chosen

English proficiency certificate

Please provide evidence of English proficiency. If available a TOEFL, Cambridge or similar certificate can be provided, although it is not mandatory (please however note that for Trieste PhD course this document may be requested by the enrolling Institutes)

Upload your english proficiency certificate (pdf only) No file chosen

[Back to my applications](#)

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.

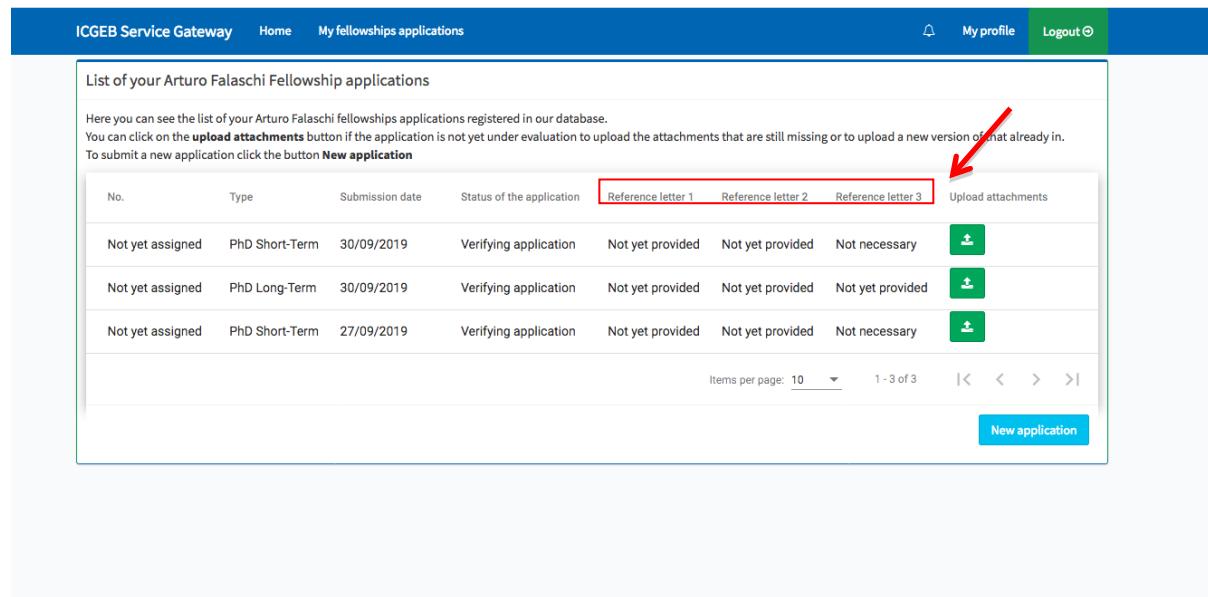
All mandatory attachments correctly uploaded. The application is now complete.

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.



No.	Type	Submission date	Status of the application	Reference letter 1	Reference letter 2	Reference letter 3	Upload attachments
Not yet assigned	PhD Short-Term	30/09/2019	Verifying application	Not yet provided	Not yet provided	Not necessary	
Not yet assigned	PhD Long-Term	30/09/2019	Verifying application	Not yet provided	Not yet provided	Not yet provided	
Not yet assigned	PhD Short-Term	27/09/2019	Verifying application	Not yet provided	Not yet provided	Not necessary	

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/>.