



# BUILDING COMMUNITIES

## Applying for a FEMS Grant

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### 1. What are FEMS Grants?

Members of FEMS Member Societies can apply for research grants and/or support when organizing or attending a meeting, including our Member Societies' national and regional congresses. Every year we award hundreds of thousands of Euros to help meetings organizers, and the microbiology community in general, bring together leading experts and Early Career Scientists\* (ECSs) to share their respective knowledge, enthusiasm and ideas.

\* An Early Career Scientist is an active microbiologist who obtained his/her highest academic degree (Bachelor, Master or PhD) less than five years prior to the application deadline date, or is currently a Masters or PhD student.

As a member of a FEMS Member Society, you are eligible to apply for any of our grants. These include Research and Training, FEMS Congress Attendance, Meeting Attendance and Meeting Organizer grants. Membership of one of our Members Societies is required for all FEMS grants **except for** the FEMS Congress Attendance grants. In addition to these FEMS grants, we also give out joint awards for early career scientists with the European Society of Clinical Microbiology and Infectious Diseases (ESCMID) and American Society for Microbiology (ASM).

Not a member? Join one of the [FEMS Member Societies](#) in order to apply for our grants. Members of Member Societies can apply for grants from day one.

## 2. Applying for a FEMS grant

You can apply for a grant using our online grants system following this link: <https://mc.manuscriptcentral.com/fems-go>

Please check in the following overview the requirements and appropriate grant type for you. In preparation for your application we list here all information relevant for your application along with documents and forms required during the application process, but we will also provide you with links to all necessary grant application and reporting templates through the [FEMS Grants Online Portal](#). You can also find all required forms on the [FEMS Grants page](#).

### 3. FEMS Grants Overviews

#### 3.1 Grant types

Each of our grants has its own functions, criteria for eligibility, and application restrictions as outlined in Table 1 below.

*Table 1: Grant types, Eligibility and Restrictions*

Grant type	Eligibility and requirements					Restrictions				
	Member of FEMS Member Society	Early Career Scientist <sup>1</sup>	Active microbiologist	Presenting author	Meeting Organizer	Maximum number of successful applications per individual	Amount awarded €	>60% of grant used to support Early Career Scientists	International	English language
Research and Training (RTG)	✓	✓	✓			Once	Up to 4000		✓	✓
Meeting Attendance (MAG) <sup>2</sup>	✓	✓	✓	✓		Twice	250-600			✓
Meeting Organizer (MOG)	✓				✓	N/A	15000	✓	✓ <sup>3</sup>	✓
FEMS Congress Attendance (CAG)	No <sup>4</sup>	✓	✓	✓		Twice	Registration waiver			✓
FEMS-ASM Mäkelä-Cassell Award (FEMS-ASM)	✓	✓	✓	✓			4000			✓

1) An Early Career Scientist (ECS) is an active microbiologist who obtained their highest academic degree (Bachelor, Master or PhD) less than five years prior to the application deadline date, or is currently a Masters or PhD student.

2) Meeting Attendance Grant applications to attend FEMS-sponsored meetings will not be considered as applications for support should be made directly to the meeting organizer.

3) Exceptions maybe considered for national or regional meetings organized by FEMS Member Societies or joint meetings including FEMS Member Societies

4) Any Early Career Scientist can apply for these grants.

### 3.2 Grant schedule and deadlines

The application deadlines, official decision date and applicable period for each of our grants vary by grant type:

*Table 2: Grants schedule: Application deadlines, decision dates and time frame*

Grant type	Deadlines		Official decision date		Applicable period
	1st Round	2nd Round	1st round	2nd round	
<b>Research and Training (RTG)</b>	1 January	1 July	1 March	1 September	1-3 month fellowship within 12 months of official decision date
<b>Meeting Attendance (MAG)</b>	1 March	1 September	1 May	1 November	Attendance at meetings within 12 months of official decision date
<b>Meeting Organizer (MOG)</b>	1 June	1 December	1 August	1 February	Meetings occurring within 4-16 months of official decision date <i>(ie. 6-18 months of application deadline)</i>
<b>FEMS Congress Attendance (CAG)</b>	Abstract submission deadline upcoming FEMS congress (uneven years)		6 weeks after submission deadline		At the upcoming FEMS congress
<b>FEMS-ASM Mäkelä-Cassell Award (FEMS-ASM)</b>	Abstract submission deadline ASM congress in even years		2 months after submission deadline		At the upcoming ASM Microbe event

### 3.3 Submission process

When you apply for our grants, we ask that you submit specific [forms](#), documents and information in support of your application (see submission requirements in Table 3 below).

*Table 3: Submission: required information*

Grant type	Information to be entered in the online form				Forms and documents to be uploaded during the online submission						
	Contact details	Project summary	Copy of abstract submitted to the meeting	Meeting abstract Aims and Scope	Curriculum Vitae (incl. list of publications)	<u>Signed endorsement form</u>	<u>Project proposal</u>	Confirmation of abstract acceptance (may be submitted after deadline)	(Tentative) meeting programme	<u>Meeting description</u>	<u>Meeting budget</u>
Research and Training (RTG)		✓			✓	✓	✓				
Meeting Attendance (MAG)			✓		✓	✓		✓			
Meeting Organizer (MOG)				✓	✓	✓			✓	✓	✓
FEMS Congress Attendance (CAG)			✓		✓	✓		✓			
FEMS-ASM Mäkelä-Cassell Award (FEMS-ASM)			✓		✓						

### 3.4 What we need from you

To help us process your submission and later, to promote you and your work we need you to tell us about what your grant helped you achieve. We see promotion as a joint effort, combining our stories, communication channels and networks.

*Table 4: What we need from you for each Grant type:*

Grant type	Compliance	Acknowledgement	Certificate of Attendance	Insurance	<u>Report form</u>	<u>Signed claim form</u>	FEMS visibility on your communication channels	Meeting updates	Final meeting programme	Grant distribution and management
Research and Training (RTG)	✓	✓		✓	✓	✓				
Meeting Attendance (MAG)	✓	✓	✓	✓	✓	✓				
Meeting Organizer (MOG)	✓	✓		✓	✓	✓	✓	✓	✓	✓
FEMS Congress Attendance (CAG)	✓	✓		✓						
FEMS-ASM Mäkelä-Cassell Award (FEMS-ASM)	✓		✓	✓		✓				

See Table 5 below for more explanation of these requirements.

**IMPORTANT NOTES:**

Compliance – It is important that you adhere to these FEMS Grants regulations since non-compliance may result in the cancellation of the grant or even a refunding request.

Table 5: Explanation of what we need from you

Before the project or event		
Insurance	All	Please make sure that you are properly insured. FEMS is not responsible for any injury or ill effect suffered in connections with your project or event.
Grants distribution and management	MOG	<p>A minimum of 60% of the <b>FEMS Meeting Organizer Grant</b> must be solely applied to support the attendance of ECSs, requiring the completion of an Early Career Scientist Meeting Grant (ECSMG) <a href="#">application form</a>. The opportunity for ECSs to apply for an ECSMG should be widely promoted through the meeting’s website. Note that you are also responsible for receiving and reviewing the applications and for transferring the grant to the grantee, either before or at the meeting.</p> <p>Additional to the criteria defined by the meeting, it is important that you select ECSs using the following criteria:</p> <ul style="list-style-type: none"> <li>• only Early Career Scientist are eligible</li> <li>• not too many grantees from the same institution and/or country should be selected.</li> </ul> <p>ECSs are to be granted a maximum of 600 EUR and a minimum of 250 EUR to assist with travel and accommodation. Once you have awarded the ECSMGs, you will need to complete this <a href="#">template</a> and submit the completed list to <a href="#">our Membership Officer</a> at least two months before the starting date of the meeting (unless the timing of the meeting would not allow that).</p> <p>Please print this list of grantees and ensure that each grantee signs it during the event, and make sure that you return the signed list with the final <a href="#">Report form</a>.</p>
Meeting updates	MOG	<p>You should send relevant meeting updates (change of event date, venue, registration/abstract submission deadlines) to <a href="#">FEMS Business Office</a>.</p> <p>Note: Before we can authorize funding, the FEMS Grants Committee needs to approve the final programme. If you do not have a final meeting programme at the time of grant application, you need to send it as soon as it is available.</p>

During the project or event		
Acknowledgement	MAG MOG	Please make sure you acknowledge the received support in any presentation or event supported by the grant or publications resulting from the project. You are also encouraged to publish related work in one of the FEMS journals.
Visibility	MOG	Meetings organizers are required to provide appropriate visibility at the sponsored meeting (e.g. on printed materials, website, social media and other appropriate material), post the event on the FEMS <a href="#">Opportunities Board</a> and provide us with the promotional information as requested in the application form. We will provide you with materials to help you raise FEMS' visibility at the meeting, and may appoint a representative to attend on our behalf. The meeting should allow for free registration for one such representative, plus a free booth space, display table, or bag insert, depending on the size of the meeting.
After the project or event		
Acknowledgement	RTG	Please make sure you acknowledge the received support in any publications resulting from the project. You are also encouraged to publish related work in one of the FEMS journals.
Certificate of Attendance	MAG, CAG FEMS-ASM	After the event, please upload a scanned copy of your certificate of attendance signed by the meeting organizer.
Grant distribution and management	MOG	Return the list of grantees signed by the ECSs, together with the completed <a href="#">Report form</a> to <a href="#">our Membership Officer</a> .
Report form	All	Please submit your completed <a href="#">Report form</a> , not later than 30 days after the project period or event.
Signed Claim form	All	In order to receive the granted amount please ensure that you complete and submit the hand signed Claim form you receive from the <a href="#">FEMS Membership Officer</a> . Please attach scanned copies of travelling ticket(s) or the invoice related to them.