

Role Description: Grants Committee members

Who we are and what we do

The Federation of European Microbiological Societies (FEMS) is a coalition of more than 50 Member Societies from 38 countries, a diverse network of 30,000 individual microbiologists. Our central office with a small international team is based in Delft, but we work with hundreds of individual scientists, partners, and suppliers across the globe.

Our commitment is to support microbiologists, to promote the best in microbiological research and knowledge, and to bring microbiologists together to share that knowledge. FEMS is a not-for-profit organization, that reinvests its income to support microbiologists throughout their career. We do this via grants programmes; by publishing and promoting scientific research in our journals, and by organizing and supporting events to bring scientists together.

Grants Committee Description

Central to our support of microbiologist is our programme of grants, designed to support individuals throughout their career; encourage research and interaction across borders and promote scientific meetings and conferences. It is the role of the Grants Committee to ensure objective and fair assessment of grant applications and distribution of FEMS grants within set budgets.

Committee members assess applications to check they meet all requirements and assess and rank applications. We also ask the Grants Committee to regularly review our awards to ensure they provide sufficient support to new and growing areas of microbiology and, ensure that the application process is efficient, and that the assessment of applications is fair and transparent. We are seeking additional members of this committee to undertake these activities and to help promote and publicize the FEMS grants programme.

Role Description

Member of the Grants Committee assess the eligibility and merit by evaluating and scoring FEMS grant applications (Research and Training Grant, Meeting Organizer Grant, Meeting Attendance Grant and Congress Grant in a Congress year) and to collectively agree decisions regarding successful applications within the budget. Additionally, they also work closely with the Director of Grants and Awards and the other Grants Committee members to improve the FEMS grants system, update the Grant Regulations and to propose new initiatives. Attendance at annual Grants Committee meetings is required but most activity will be done via email.

Desirable skills

- Good communication skills and desire to work as part of an international collaborative team
- Respect for set deadlines and an eye for detail
- Competence in reporting and decision making
- International experience and cultural sensitivity

Benefits

- This is an opportunity to work as part of a friendly; diverse cross-disciplinary cross-cultural international team with experts of different microbiology fields
- The work of the Grants Committee makes a significant positive impact and you would be contributing to this worthy activity
- Insights and information of the new and arising research fields, methods and upcoming meetings across the microbiology discipline
- Reimbursement of costs regarding Grants Board meetings (if applicable)

Time commitment

Commitment to the role will require approximately 1-2 days per month, although this may reduce with sufficient numbers of Committee members. Most activity of the Committee is via email and is flexible with occasional meetings via online conferencing. However, we try to meet in person when practicable. The term is generally for 3 years, but we will consider all applications and are happy to consider all circumstances.

Conduct of Committee members

FEMS is committed to taking positive steps to ensure that all people are treated with dignity and respect and value diversity. All members of FEMS Committees are required to abide by the FEMS Code of Conduct.

How to apply

To be nominated you will need to submit a letter of support from a FEMS [Member Society](#) (it may be your own) along with a brief covering letter highlighting why you are applying for the role by 31 December 2020 by email at grants@fems-microbiology.org

If you would like an informal conversation about the role before making an application please contact the Grants Director, Prof. Jozef Anné (jozef.anne@kuleuven.be) who will be happy to give more information on the role.