



Federation of European  
Microbiological Societies

# FEMS Grant Regulations

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## 1. Applying for a FEMS grant

You can apply for a grant using our online grants system, which will require you to have a FEMS account/profile.

- You can create an account [here](#) or login with your credentials [here](#)
- Once logged in to your FEMS profile, you can access the application forms for our Grants via this <https://crm.fems-microbiology.org/grants-awards>

You can also find the application forms in your FEMS profile at anytime:

- login to your FEMS profile
- then under 'Announcements' click on the 'Begin your application for a FEMS Grant'
- select the grant you wish to apply for
- fill in the form, save your progress and come back to it and once you are ready – Submit

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 within the online application form. You can also find all required forms on the [FEMS Grants page](#).

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## 2. FEMS Grants Overview

2.1 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) and FEMS Industry Placement Grants (IPG)	✓	✓	✓			Once	up to 5000		✓ <sup>3</sup>	✓
Meeting Attendance (MAG) <sup>2</sup>	✓	✓	✓	✓		Twice	250-750			✓
Meeting Organizer (MOG)	✓				✓	N/A	up to 15000	✓	✓ <sup>4</sup>	✓

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. Periods of maternity/paternity and long-term sick leave do not count towards this 5-year limit.

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) Not mandatory for the Industry Placement Grant

4) Exceptions may be considered for national or regional meetings organized by FEMS Member Societies or joint meetings including FEMS Member Societies



## 2.2 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) and FEMS Industry Placement Grants (IPG)</b>	1 January	1 July	27 February	1 September	RTG: 1-3 month fellowship within 12 months of official decision date IPG: Up to 3 months fellowship, encouraged to start within 3 months (up to 12 months allowed) of official decision date encouraged*
<b>Meeting Attendance (MAG)</b>	1 March	1 September	1 May	30 October	Attendance at meetings within 12 months of official decision date
<b>Meeting Organizer (MOG)</b>	1 May	1 November	1 July	21 December	Meetings occurring within 3-12 months of official decision date (ie. 5-15 months of application deadline)

\*Applicants are welcome to spend a stay at industry longer than 3 months, if the company is supporting them financially for a prolonged stay with an at least matching amount.



2.3 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	Project proposal	Meeting description	Meeting abstract Aims and Scope	<u>Signed endorsement form</u>	Curriculum Vitae (incl. list of publications)	Confirmation of abstract acceptance (may be submitted after deadline)	Copy of abstract submitted to the meeting	(Tentative) meeting programme	<u>Meeting budget</u>
Research and Training (RTG)		✓	✓			✓	✓				
Meeting Attendance (MAG)						✓	✓	✓	✓		
Meeting Organizer (MOG)				✓	✓	✓	✓			✓	✓
FEMS Industry Placement Grants (IPG)	Yes <sup>1</sup>	✓	✓ <sup>1</sup>			✓ <sup>2</sup>	✓				

1) Including contact details of host company. In case candidate applies without a host company, we aim to facilitate a connection with a suitable one. Candidate and host company are encouraged to work together on a project proposal.

2) Not applicable in case the candidate applies without a host company.

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## 2.4 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 5: Explanation of what we need from you

From application onwards	
All Grants	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.
Before the project or event	
All Grants	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.
Meeting Organizer	<p>A minimum of 60% of the <b>FEMS Meeting Organizer Grant</b> must be solely applied to support the attendance of ECSs. 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 Scientists are eligible</li><li>• not too many grantees from the same institution and/or country should be selected.</li></ul> <p>ECSs may be granted a maximum of 750 EUR and a minimum of 250 EUR to assist with travel and accommodation.</p> <p>Invited Speakers may be granted a maximum of 900 EUR.</p>
Meeting Organizer	<p>You should send relevant meeting updates (change of event date, venue, registration/abstract submission deadlines) to FEMS Grants mailbox.</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>

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During the project or event	
All Grants	Please make sure you acknowledge the support received 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.
Meeting Organizer	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 entry for one FEMS representative or a discount of EUR 250 or equivalent where registration is more than this, and the option of a FEMS stand at the meeting.
After the project or event	
Research & Training	Please make sure you acknowledge the support received in any publications resulting from the project. You are also encouraged to publish related work in one of the FEMS journals.
Meeting Organizer	Please submit your completed <a href="#">Report form</a> , not later than 6 weeks after the project period or event. <i>(Please note you must be logged in to your FEMS account/profile to complete the form)</i>
Research & Training and Industry Placement	Please submit your completed <a href="#">Report form and Grantee statement</a> , not later than 6 weeks after the project period or event.
Meeting Attendance	Please submit your completed <a href="#">Grantee statement</a> , not later than 6 weeks after the project period or event.
All Grants	To receive the granted amount please ensure that you complete and submit the signed Claim form within 6 weeks after the end of <u>your event, placement or meeting</u> . Please attach scanned copies of ticket(s) or their related invoice or receipt. Claim forms will only be processed if they are completed with the scanned copies, and if the relevant report form and/or grantee statement (see above) have been submitted.

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