



### Terms of Reference for Liaison Officers

The ICGEB Liaison Officer (LO) is a national scientist officially nominated by the Member State, whose main function is to liaise with his/her national scientific community and the ICGEB on matters related to the scientific programmes and activities of the Organisation.

Information and notifications of any calls for applications for the ICGEB programmes are sent to the LOs and he/she shall communicate and disseminate the information as broadly as possible to institutions, students and scientists within his/her Member State.

The calls for applications are summarised as attached in Annex 1. Calls are posted via e-mail, on the Web site and across social networks. Posters are distributed by mail to the LOs and Appointed Governors twice a year for further dissemination on a national scale. They are also distributed at international meetings and conferences, outreach events and during official visits. The ICGEB encourages dissemination by the LOs, and is available to tailor information to local requirements in order to broaden its reach across its constituency.

The LO shall assess the needs of his/her own scientific community and distribute the calls for applications among all the relevant institutions, clearly indicating a closing date for the applications to be submitted to the LO for consideration, endorsement and transmission to the ICGEB. This closing date should take into account the date already set by the ICGEB.

Specific requirements for each ICGEB Programme:

#### Fellowship Applications:

- the LO is requested to ensure that the candidate has the appropriate qualifications and that the project prepared with the potential supervisor in ICGEB has been duly planned and drafted;
- verify that the candidate's scientific capability and knowledge of the English language will allow for his/her full participation in advanced research programmes;
- take into account that, in the case of a postdoctoral application, the applicant is potentially entitled to a Return Grant;
- endorse, and submit to the ICGEB, the application form(s) of the candidate(s), in recognition that, he/she thereby becomes an official nominee of the Government in an international organisation.
- Should the application be submitted directly to the ICGEB by the candidate, this would subsequently be transmitted to the LO for his/her endorsement.

#### CRP Grant Applications:

- the LO should ensure that the Principal Investigator is eligible to apply, and that he/she intends to conduct research in a laboratory that will accept the ICGEB funding;
- make a first evaluation of the proposals received and submit the three best proposals, and the two best Early Career proposals, to the ICGEB, and
- endorse the proposals as Government applications for technical assistance. As such, the Officer will need to assist the ICGEB in securing implementation of the research project, if funded;

- collect the applications for CRP Grants and maintain a record of the applications received together with their date of receipt;
- in the case of multiple applications, the LO is strongly encouraged to establish a local selection committee to assist him/her in choosing the best applications in a transparent manner. The successfully evaluated applications are forwarded to the CRP office in Trieste for processing by the Selection Committee.
- It is the Liaison Officers' responsibility to inform the applicants if their application has been endorsed or not.

**Applications for organising an ICGEB event in a Member State, or requesting ICGEB sponsorship for a scientific meeting or conference:**

- the LO should ensure that the Organiser meets the highest scientific standards and is qualified to run the event;
- the Organising Institution understands it will be a contractor of the ICGEB, and
- for all events, excluding Sponsorship, the Organising Institution has appropriate venue and facilities to organise an ICGEB scientific event.

Proposals for organising Meetings and Courses are submitted online directly to the ICGEB by the prospective organisers. These proposals are then transmitted by the ICGEB to the LO, who shall evaluate and either endorse them or - alternatively – provide detailed comments to indicate why the proposal has not been endorsed.

In all cases, the LO maintains constant interaction with the ICGEB and assists in the relationship with the various research institutions that receive CRP or Return Grants, with scientists involved in the Fellowship Programme, and/or with organising institutions receiving an ICGEB grant or sponsorship under the Meetings and Courses Programme.

Records of the number, nature and breadth of applications received for the ICGEB programmes are recorded by ICGEB and are considered a valuable indicator of the success and popularity of the programmes across geographical areas and fields of research. These data are reported to the Board of Governors at their regular annual session.

# ICGEB Funding Programmes at a glance



## Fellowships

## Meetings & Courses

## Research Grants

### Calls

One call per year for Pre-doctoral  
Two calls per year for Postdoctoral  
Two calls per year for short-term

One call per year

One call per year

### Eligibility

Nationals of ICGEB Member States

ICGEB Member States

All ICGEB Member States  
[except Italy]

### Annual deadlines for Applications

Pre-doc: 31 March  
Postdoc: 31 March & 30 September  
Short-term: 31 March, 30 September

28 February

30 April

### Submission

On-line via the ICGEB dedicated Website

On-line via the ICGEB dedicated Website

By e-mail  
Principal Investigators must submit their complete application in a pdf file to the ICGEB Liaison Officer for endorsement, with a copy also to [crp@icgeb.org](mailto:crp@icgeb.org)

### Endorsement

The ICGEB will subsequently send the Pre- and Postdoctoral applications received to Liaison Officers, asking for endorsement

The ICGEB will send the proposals received to Liaison Officers, requesting endorsement by 31 March

Liaison Officers will confirm endorsement to ICGEB, and to the applicant, by e-mail by 31 May

### No. of endorsed applications per Member State

**No limit**

**No limit**

**3** standard Research Grant applications PLUS  
**2** Early Career Return Grant applications

### Website

[www.icgeb.org/fellowships.html](http://www.icgeb.org/fellowships.html)

[www.icgeb.org/meeting-proposals.html](http://www.icgeb.org/meeting-proposals.html)

[www.icgeb.org/research-grants.html](http://www.icgeb.org/research-grants.html)

### Contacts

#### Fellowships Unit

Padriciano, 99 - 34149 Trieste, ITALY  
Tel.: +39-040-3757347/7382  
Fax: +39-040-226555  
Email: [fellowships@icgeb.org](mailto:fellowships@icgeb.org)

#### Meetings and Courses Unit

Padriciano, 99 - 34149 Trieste, ITALY  
Tel.: +39-040-3757332/7333  
Fax: +39-040-226555  
Email: [MeetingOrganisers@icgeb.org](mailto:MeetingOrganisers@icgeb.org)

#### CRP-ICGEB Research Grants Unit

Padriciano, 99 - 34149 Trieste, ITALY  
Tel.: +39-040-3757382  
Fax: +39-040-226555  
Email: [crp@icgeb.org](mailto:crp@icgeb.org)