SMART Fellowships application – Online submission guidelines

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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

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.

Please check that your name and surname are correctly indicated (they must match your passport of any other official identification document) because they will appear in all the documents of your applications (letter of award, visa supporting documents, etc.).
By creating an account and signing in, you will be able to apply for Fellowships, CRP, Meetings and Courses, and to manage your applications through the top-bar menu:
2) How to submit your application

To apply for an Arturo Falaschi Fellowship, please click on “Apply for A.F. Fellowship (Long term, short term or SMART)“.

The platform for submission allows you to save your data anytime you wish before sending the full application. Therefore, you can prepare your application during several days, with no need to connect to the portal and complete the submission all in one go.

The application process is divided in 8 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 SMART application are the following:

- Your full CV complete with the list of your publications;
- CV of the Head of the receiving laboratory complete with the list of publications;
- Identification document (passport or identity card).

**IMPORTANT:** you need to complete the full application before proceeding to upload the necessary and required attachments.
3) How to fill-in the sections of the on-line form

Please find here below an overview of the sections of the online forms with relevant info requested.

Section 1 - Preliminary information

Please read this introductory part carefully before proceeding.
Section 2 - Fellowship Type

All the fields of this section are mandatory (*).

Regarding the type of fellowships, you can choose between PhD or Postdoc.

The fellowships sub-type is SMART.

Indicate the proposed fellowship starting date agreed with your Host lab.

**IMPORTANT:** please note that this date may need to be changed by ICGEB if at the time of award there is not sufficient time to prepare all the necessary documents for the fellowship. Try not to plan a starting date too close to the deadline for online applications; allow a minimum of 4 months.

Duration: Please indicate the period of your fellowship agreed with your Host lab. The duration varies from 3 (minimum) to 9 months (maximum).

Destination Country: The ICGEB Member State where is located the Host Laboratory.
Section 3 - Anagraphical data

Please check that your name and surname are correctly indicated (they must match your passport or any other official identification document) because they will appear in all the documents of your applications (letter of award, visa supporting documents, etc.).
Section 4 – Career

Please indicate your educational background and your current and previous employment/work positions. Please note that all these fields are mandatory.
Please provide information on any awards you have received and list your peer-reviewed\(^1\) and other publications.

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

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\(^1\) **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, 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.
In the last section “Other information” please enter any additional details on your career that you deem necessary and/or useful to better assess your application.
Section 5 - Project

All the fields in this section are mandatory (*).

For some fields there is a maximum number of words allowed:

- Abstract of your research (max 200 words)
- Brief description of your proposed research (max 1,000 words and 1 image or table)
- Specific aims of the project (max 200 words)
- Cited literature (max 200 words)
- Motivation letter (max 200 words)

**IMPORTANT:** You are allowed to insert only one image in the section "Brief description of your proposed research".

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**Enter here the title of your project**

**Abstract of your research (max 200 words)**

**Brief description of your proposed research and purpose of the visit (max 1000 words):**

Define specific research activities to be pursued during the project period and provide a comprehensive description of the techniques to be used and the advantages of the suggested methodological approach. Please include any selected relevant references and eventual preliminary results.

Please provide the following information:
- Description of research project
- Preliminary results
- Specific Research activities to be pursued during the project period
- Description of the techniques to be used
- Advantages of the suggested methodological approach (max 1000 words)
### Project Timetable (max 200 words)

Specify work elements within the time frame of the project (max 200 words)

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This field is required

### Facilities Available in the Receiving Institution (max 300 words)

Provide a detailed list of the infrastructure and equipment available and necessary for the proposed research (max 300 words)

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This field is required

### Reasons for Selecting this Particular Hosting Laboratory for this Fellowship (max 300 words)

Please explain why you have selected this particular laboratory to carry out your fellowship

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This field is required

### Please Indicate how this visit will benefit your home laboratory/home country

Please explain how your short-term visit to this laboratory will benefit your home lab and country (i.e., what are your expectations, how will the techniques you will learn be of use to you once you return home, will the collaboration with the host laboratory be strengthened, etc.)

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This field is required
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 (2) 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.

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 – Home and Receiving Laboratories

This section is dedicated to your Home laboratory and the Host Laboratory where you wish to carry out your training.

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 and Home lab complete this section. If you do not receive this notification, please contact the Home/Host lab to make sure that they have completed this part of your fellowship application.

**IMPORTANT:** Applications without this section duly completed will not be considered.
Please indicate here below your previous visits (if any) at the receiving lab and give dates and purpose (max 200 words)

<table>
<thead>
<tr>
<th>Insert text here …</th>
</tr>
</thead>
</table>

This field is required

Expected date of arrival in host country (format dd/mm/yyyy)

Expected date of return in home country (format dd/mm/yyyy)

Select the length of your stay*

<table>
<thead>
<tr>
<th>Length of stay *</th>
</tr>
</thead>
</table>

Home laboratory

Please indicate here below the home laboratory contacts: Please note that an email will be sent to the head of the home laboratory to confirm the data you have entered.

**Home laboratory name**

**Home laboratory full address** (including phone number and email)

Specify the full address of the home laboratory including email and phone number

**Head of home laboratory (indicate title, name, surname)**

**Home lab head**

**Head of home laboratory (indicate title, name, surname)**

**Home lab head**

**Head home laboratory position**

**Head H.L. Position**

**Head of the home laboratory email address**

**Head H.L. email**

Back   Next
Section 8 - Confirm

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 “Send” button and you will be automatically directed to the Attachment section where you will be able to upload all the necessary documents (i.e., Your full CV, CV of the Head of the receiving lab, Identity documents, etc.).
Section 9 - Fellowship attachments

**IMPORTANT:** The system does not foresee the possibility of attaching other documents 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 upload in the attachments section.

After the submission, the Attachments sections are green to enable the applicant to upload the attachments requested. A confirmation at the end of the Attachment page will appear when all the documents have been correctly uploaded.

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 and that both the Host and Home laboratories have filled in the information requested in the application. 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 yet done so. You can also see if the Home/Host labs have already competed their sections and solicit them in case they have not yet done so.