



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 LO and he/she shall have the fundamental function to communicate and disseminate the information as broadly as possible to relevant institutions, students and scientists within his/her Member State. When disseminating, the LO should clearly indicate the closing date for the applications set by the ICGEB, by which applications are to be submitted online through the ICGEB Service Gateway).

The calls for applications are summarised in Table 1 below. 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 specific requirements for each ICGEB Programme are the following:

Fellowship Applications:

- the LO is requested to ensure that the candidate has the appropriate qualifications and that the project prepared with the potential supervisor at 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;
- for long-term applications only, endorse online through the ICGEB Service Gateway the application of the candidate(s) he/she deems suitable for an ICGEB fellowship, in recognition that the candidate thereby becomes an official nominee of the Government in an international organisation.

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 endorse online, through the ICGEB Service Gateway, the three best standard Research Grant proposals, and the two best Early Career Return Grant proposals which will be considered by ICGEB for the annual grant selection;
- in 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;

- endorse the proposals as Government applications for technical assistance. As such, the Liaison Officer will need to assist the ICGEB in securing implementation of the research project, if funded;
- inform the applicants if their application has been endorsed or not and provide them with the comments supporting this decision.

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;
- that the Organising Institution understands it will be a contractor of the ICGEB, and
- for all events, excluding Sponsorship, that the Organising Institution has an 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 through the ICGEB Service Gateway. The Liaison Officer is then provided direct access to the ICGEB Service Gateway, where he/she evaluates and either endorses these proposals or - alternatively – provides 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 kept by ICGEB and are considered a valuable indicator of the success and popularity of the programmes across countries, regions and fields of research. These data are reported to the Board of Governors at their regular annual session.

Table 1. ICGEB Annual Calls for Proposals



ICGEB Funding Programmes at a glance

	Fellowships	Meetings & Courses	Research Grants
Calls	One call per year for Pre-doctoral Fellowships Two calls per year for Postdoctoral Fellowships Two calls per year for short-term Fellowships	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
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	https://www.icgeb.org/activities/fellowship/	https://www.icgeb.org/activities/meeting-and-courses/	https://www.icgeb.org/activities/grants/
Contacts	Fellowships Unit Padriciano, 99 - 34149 Trieste, ITALY Tel: +39-040-3757347/7382 Fax: +39-040-226555 Email: 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	CRP-ICGEB Research Grants Unit Padriciano, 99 - 34149 Trieste, ITALY Tel: +39-040-3757382, Fax: +39-040-226555 Email: crp@icgeb.org