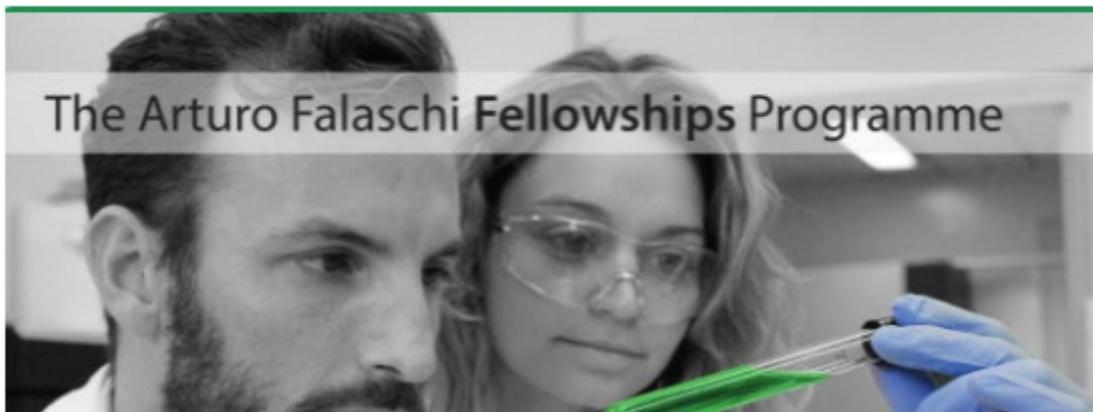




ICGEB

International Centre for Genetic
Engineering and Biotechnology

Fellowships application Online submission guidelines

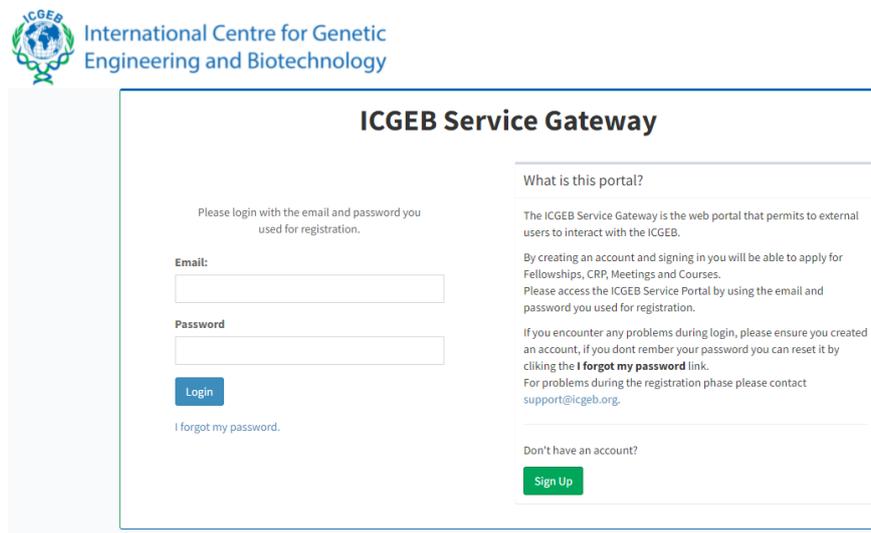


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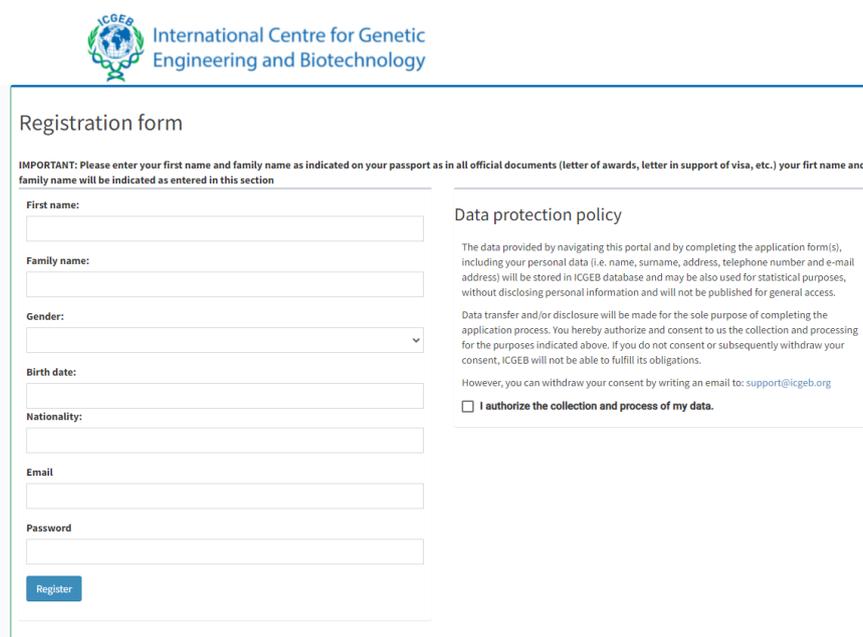
1) Create and account in the ICGEB Service Gateway

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>.



The screenshot shows the ICGEB Service Gateway login page. On the left, there is a login form with fields for Email and Password, a Login button, and a link for "I forgot my password." On the right, there is a section titled "What is this portal?" which explains the purpose of the gateway and provides contact information for support. Below this section is a "Sign Up" button for users who do not have an account.

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.



The screenshot shows the ICGEB Registration form. It includes a header with the ICGEB logo and name. The form is titled "Registration form" and contains a warning about the importance of entering correct personal information. The form fields include First name, Family name, Gender (a dropdown menu), Birth date, Nationality, Email, and Password. A Register button is located at the bottom of the form. To the right of the form is a section titled "Data protection policy" which explains the data handling process and includes a checkbox for "I authorize the collection and process of my data."

Please check that your name and surname are correctly indicated (they must match your passport of any other official identification document) as they will appear in all the documents of your applications (e.g., Letter of Award, visa supporting documents, etc.).

By creating an account and signing in, you will be able to apply for Fellowships, CRP grants, Meetings and Courses, and to manage your applications through the top-bar menu:



ICGEB Service Gateway My fellowships applications My meeting proposals My participation requests My CRP proposals Other My profile Logout

Welcome GARBERO Chiara

What would you like to do?

The Arturo Falaschi Fellowships Programme
Apply for A.F. Fellowship (Long term, short term or SMART)

UNOSSC - ICGEB EMPOWER Fellowships
Apply for EMPOWER Fellowships

Call for Proposals - Meetings and Courses
Submit a meeting proposal (Organisers)

Request to attend - Meetings and Courses
Request to attend an ICGEB event (Participant)

Collaborative Research Programme - ICGEB Research Grants
Request a CRP grant-APPLICATIONS ARE CLOSED FOR THIS CALL

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 over several days, with no need to connect to the portal and complete the submission all in one go.

The application process is divided into 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 application are the following:

PhD Long Term (pdf only):

- Your full CV;
- Academic records (Diploma certificates and transcripts, giving detailed information on all courses/final examinations completed, credit value or hours per course and grades received. All academic documents must be issued by the degree-granting University and bear the official seals and signatures and should be submitted in the original language accompanied by an official English translation of each document);
- Written Statement by the ICGEB Principal Investigator supporting your application;
- Identification document (passport or identity card);
- English Certificate TOEFL, Cambridge or similar certificate. This document is not requested when scholastic education has been undertaken in English (in this latter case a declaration from the University would be needed).

Post-doc Long Term (pdf only):

- Your full CV;
- Academic records (PhD degree certificate, issued by the degree-granting University and bearing the official seal/s and signatures, should be submitted in the original language accompanied by an official English translation);
- Written Statement by the ICGEB Principal Investigator supporting your application;
- Identification document (passport or identity card);

- English Certificate TOEFL, Cambridge or similar certificate. This document is not requested when scholastic education has been undertaken in English (in this latter case a declaration from the University would be needed).

PhD/Post doc Short term (pdf only):

- Your full CV;
- Written Statement by the ICGEB Principal Investigator supporting your application;
- Identification document (passport or identity card);
- English Certificate TOEFL, Cambridge or similar certificate. This document is not requested when scholastic education has been undertaken in English (in this latter case a declaration from the University would be needed).

SMART PhD/Post-doc (pdf only):

- Your full CV with the list of your publications;
- CV of the Head of the receiving laboratory 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 below an overview of the sections of the online forms with relevant info requested.

Section 1 - Preliminary information

Arturo Falaschi Fellowship Submission

1 Preliminary information — 2 Type — 3 Anagraphical — 4 Career — 5 Project — 6 Other — 7 Confirm

Please read carefully

- The application process is divided into steps, and each step requires you to enter some data. Once you have filled in all the required information press the **"Next"** button to proceed. You can return to the previous step by clicking the **"Back"** button.
- It is possible to save the application and complete it later by clicking the **"Save"** button. You will find the list of your incomplete applications in 'My Fellowship Applications' section and you can resume one of them from there.
- For certain fields there is a **character/word count limit** and the system will not allow you to proceed if you exceed the maximum limits.
- Fields with an * are mandatory: if you do not complete them you will not be able to go to the the next step.
- Only one application per call is accepted for each candidate.
- Only complete applications received by the deadline are accepted **no exceptions** can be made.
- After the closing date all incomplete applications will be automatically deleted from the system.
- Candidates are responsible for the correct submission of their application and all the related documents. **Incomplete applications are not accepted/considered.**
- Make sure that you enter the details of the referees (full name and valid email addresses) as the system will automatically contact them to request the necessary letter of reference. You will be able to verify at any stage if the letters of support have been submitted (but you will not be able to view them). You will also receive an automatic notification when your referee has successfully uploaded a reference letter in support of your application.
- Attachments can be uploaded only after you have completed all the sections of your applications.
- Once you complete the last step you will be able to review your application and then submit it by clicking the **"Submit"** button. Once you submit your application, please note that you will no longer be able to modify it, you will be however able to add attachments.
- Once you have completed and submitted your application and uploaded all the required attachments, a receipt will be sent to your email address.
- Upon receipt of your application, and only after verification that all the requested documents have been provided, you will receive an e-mail of confirmation from the ICGEB Fellowships Unit (fellowships@icgeb.org). Please allow at least 15 days for the notification as the verification of documents takes some time.
- **For SMART fellowship only**
- 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/company and Home lab/company complete this section. If you do not receive this notification contact the Home/Host lab to make sure that they have completed this part of your fellowship application.
- Please note that for all approved fellowship applications the following written authorizations will be requested:
 - 1) Authorization from the Head of the Home Laboratory and its Legal Representative
 - 2) Authorization from the Head of the Receiving Laboratory and its Legal RepresentativeThe above documents will be automatically requested after the selection is complete for all the approved candidates only.
The award of the fellowship is subject to the receipt of the above 2 authorizations. Failure to provide them will cancel the fellowship approval.
- If you need clarification on the fellowship rules, please contact fellowships@icgeb.org.
- If you need technical support, please send an email to support@icgeb.org.

Next

Please read this introductory part carefully before proceeding.

Section 2 - Fellowship Type

The screenshot shows the 'Arturo Falaschi Fellowship Submission' form at step 2, 'Fellowship type'. The navigation bar at the top includes 'ICGEB Service Gateway', 'Home', 'My fellowships applications', 'My profile', and 'Logout'. The form progress indicator shows six steps: 1. Preliminary information, 2. Fellowship type (current), 3. Anagraphical data, 4. Project description, 5. Other info, and 6. Confirm.

The form content includes the following fields and instructions:

- Fellowship type: *** (dropdown menu): Please choose if to apply for a Phd or a Postdoctoral fellowship.
- Fellowship duration: *** (dropdown menu): Please choose if to apply for a short term or a long term fellowship.
- Requested host institute...** (dropdown menu): Please choose your requested host institute.
- Research Group request...** (dropdown menu): Please select a research group.
- Member country *** (text input): Please select your member country. Below the input is the instruction: 'Please select a valid member country.'

At the bottom of the form, there are 'Back' and 'Next' buttons.

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

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

The duration of the fellowship could be long-term or short term, or SMART (short-term). For these latter fellowships, please refer to the dedicated SMART guidelines.

For the Requested Host Institute, you can choose between our 3 Components: Trieste (Italy), New Delhi (India), Cape Town (South Africa).

Research group: in this section, please indicate the laboratory/Group leader you have contacted and that has provided you with the mandatory written statement in support of your application.

Section 3 - Anagraphical data

ICGEB Service Gateway Home My fellowships applications My profile Logout

Arturo Falaschi Fellowship Submission

1 Preliminary information 2 Fellowship type 3 Anagraphical data 4 Project description 5 Other info 6 Confirm

Anagraphical data

Applicant surname and name:
NIGRIS sandra

Applicant nationality: American Samoa Applicant gender: Female

Applicant birth date: 01/09/1980 Applicant birth place: Birth place *

Applicant contact address

Contact address country: Country * Contact address city: City *

Contact address street: Street * Contact address postal code: Postal code *

Contact telephone: Phone * Contact fax: Fax

Applicant passport

Passport number: Passport expire date

Back Next

Please check that your name and surname are correctly indicated (they must match your passport or any other official identification document) as they will appear in all the documents of your applications (e.g., Letter of Award, visa supporting documents, etc.).

Section 4 – Career

1 Preliminary information — 2 Type — 3 Anagraphical — 4 Career — 5 Project — 6 Other — 7 Confirm

Education

B I U  **H₁ H₂**       Normal  Normal  **A**  **I_x**  

*Enter the education you received
Please specify the following: degree awarded, year, field/discipline, university
Please indicate the start and completion date for your PhD/post-doc studies (if applicable)*

This field is required

Present and past work positions:

B I U  **H₁ H₂**      Normal  Normal  **A**  **I_x**  

Please detail the following for all your past and present positions: Institution (full name), position, from/to, field of specialization

This field is required

Please indicate your educational background and your current and previous employment/work positions. Please note that all these fields are mandatory.

Awards

B I U  **H₁ H₂**      Normal  Normal  **A**  **I_x**  

Enter here the list of your awards (if any)

Peer reviewed publications

B I U  **H₁ H₂**      Normal  Normal  **A**  **I_x**  

Enter the list of your peer reviewed publications and relevant Impact Factor (if available)

Other publications

B I U  **H₁ H₂**      Normal  Normal  **A**  **I_x**  

Enter here the list of your other publications (if any)

Please provide information on any awards you have received and list your peer-reviewed¹ and other publications.

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

Other information (max 500 words) 

B I U  H₁ H₂     Normal  Normal  **A**   

Enter here all other information about your career you deem necessary for your application.

Back Next Save

In the last section “Other information” please enter any additional details on your career that you deem it necessary and/or useful to better assess your application.

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 to say, 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.

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”. Please do not copy/paste the image but use the appropriate upload button.

Preliminary information — Type — Anagraphical — Career — **5** Project — Other — 7 Confirm

Enter here the title of your project

Project title *

Abstract of your research (max 200 words)

B I U S H₁ H₂ [List icons] [Align icons] [Indent icon] Normal [Dropdown] Normal [Dropdown] A [List icons] [Link icon] [Image icon]

Enter the abstract here (max 200 words)

This field is required

Brief description of your proposed research (max 1000 words and 1 image or table)

B I U S H₁ H₂ [List icons] [Align icons] [Indent icon] Normal [Dropdown] Normal [Dropdown] A [List icons] [Link icon] [Image icon]

Enter the description of your proposed research here (max 1000 words and 1 image/table)

This field is required

Specific aims of the project (max 200 words) 

B *I* U  **H1** **H2**       Normal  Normal  **A**  *I_x*  

bj

Cited literature (max 200 words) 

B *I* U  **H1** **H2**       Normal  Normal  **A**  *I_x*  

hhh

[Back](#) [Next](#)

[Save](#)

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 or three referees (depending on the fellowship application you are submitting) who can provide a letter of reference on your behalf. At least one of the referees should be a member of the University or College you attended most recently.

Preliminary information — Type — Anagraphical — Career — Project — **6 Other** — 7 Confirm

Motivation letter and previous financial support

Write here your motivation letter (max 200 words)

B I U **H1 H2** **Normal** **Normal** **A**

Please write a motivation letter explaining the reasons why you wish to pursue this level training. Indicate your personal motivation to select this particular group/laboratory for your training.

This field is required

Please indicate if you have received previous financial support from ICGEB by selecting the type of support you received.

- Predoc Long Term Fellowship Postdoc Long Term Fellowship Predoc Short Term Fellowship Postdoc Short Term Fellowship
 SMART Fellowship CRP Research Grant ICGEB Meeting/Course

Referees

Please provide the full name and valid email addresses of three (3) 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.

The referees will receive a link to your application in order to upload their letter of reference. You will be able to verify if the letters of support have been submitted but you will not be able to view them.

<input type="text" value="Referee1 title"/>	<input type="text" value="Referee 1 name *"/>	<input type="text" value="Referee 1 surname *"/>	<input type="text" value="Referee 1 email *"/>
<input type="text" value="Referee 2 title"/>	<input type="text" value="Referee 2 name *"/>	<input type="text" value="Referee 2 surname *"/>	<input type="text" value="Referee 2 email *"/>
<input type="text" value="Referee 3 title"/>	<input type="text" value="Referee 3 name *"/>	<input type="text" value="Referee 3 surname *"/>	<input type="text" value="Referee 3 email *"/>

Feedback

Please tell us how did you know about ICGEB Arturo Falaschi Fellowship

[Back](#) [Next](#)

[Save](#)

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 - Confirm

Arturo Falaschi Fellowship Submission

 Preliminary information —  Type —  Anagraphical —  Career —  Project —  Other —  **7 Confirm**

Thanks for filling out the form, you can review the accuracy of the data before submitting them by clicking the **'Back'** button.
Click send to submit your application and then upload the necessary documents.

[Back](#)

[Send](#)

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 green button **Send** and you will be automatically directed to the **Attachments** section where you will be able to upload all the necessary documents (i.e., your full CV, academic references, Written Statement, identity documents, English Certificate, etc.).

Section 8 - Fellowship attachments

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

ICGEB Service Gateway My fellowships applications My meeting proposals My participation requests My CRP proposals Other  My profile Logout 

Fellowship attachments

Please upload the required documents.
Click the **browse** button to select a file and then the **upload** button to upload it. Attachments marked with * are mandatory, without them your application will not be considered complete.
Please note that you can upload the attachments at a later time by clicking the button **upload attachments** in your Fellowship applications list.

Please be sure that the file name has the extension .pdf when you upload it. (e.g. CV.pdf)

Once you have uploaded all the necessary files please click the **Back to my applications** button to return to the list of your Arturo Falaschi applications.

Please complete your fellowship application uploading the attachments required.

Curriculum Vitae*

Please make sure that your CV is updated with the latest data regarding your education, degrees obtained and prior working/research experience.
Please note that particular attention will be given to candidate's previous experience in the lab and to technical expertise.

Upload your CV (pdf only) No file chosen

Academic records*

For PhD: Diploma certificates and transcripts (academic records) giving detailed information on all courses/final examinations completed, credit value or hours per course and grades received. All academic documents must be issued by the degree-granting University and bear the official seals and signatures and should be submitted in the original language accompanied by an official English translation of each document.
For Post-doc: PhD degree certificate, issued by the degree-granting University and bearing the official seal/s and signatures, should be submitted in the original language accompanied by an official English translation.

Upload your academic reference (pdf only) No file chosen

Written statement from ICGEB group leader*

Written statement from the Group Leader/Principal Investigator you have contacted and who is willing to support the project and provide laboratory space, explaining the motivation for the support of your candidature

Upload your written ICGEB group leader statement (pdf only) No file chosen

Identification document*

Please upload copy of your passport, even if expired (only the page with personal details is required) or any alternative official identification document (e.g., identity card).

Upload your identification document (pdf format accepted) No file chosen

English proficiency certificate

Please provide evidence of English proficiency. If available a TOEFL, Cambridge or similar certificate can be provided, although it is not mandatory (please however note that for Trieste PhD course this document may be requested by the enrolling Institutes)

Upload your english proficiency certificate (pdf only) No file chosen

After the submission, the **Attachments** sections are green to enable the applicant to upload the attachments requested.

A confirmation at the end of the **Attachments** page will appear when all the documents have been correctly uploaded.

All mandatory attachments correctly uploaded. The application is now complete.

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. 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 done so yet.

ICGEB Service Gateway Home My fellowships applications My profile Logout

List of your Arturo Falaschi Fellowship applications

Here you can see the list of your Arturo Falaschi fellowships applications registered in our database. You can click on the **upload attachments** button if the application is not yet under evaluation to upload the attachments that are still missing or to upload a new version of what already in. To submit a new application click the button **New application**

No.	Type	Submission date	Status of the application	Reference letter 1	Reference letter 2	Reference letter 3	Upload attachments
Not yet assigned	PhD Short-Term	30/09/2019	Verifying application	Not yet provided	Not yet provided	Not necessary	
Not yet assigned	PhD Long-Term	30/09/2019	Verifying application	Not yet provided	Not yet provided	Not yet provided	
Not yet assigned	PhD Short-Term	27/09/2019	Verifying application	Not yet provided	Not yet provided	Not necessary	

Items per page: 10 1 - 3 of 3 < >

[New application](#)

Should you encounter any technical problems, please contact support@icgeb.org.

4) Additional information & clarifications

(Please refer also to the FAQs available on the Fellowship webpages)

Academic records

When requested for your application and if you do not have them available, you may apply with the proviso that you obtain the requested degree (BSc, MSc, PhD depending on your fellowship application) before the start of the fellowship.

Please provide, in lieu of the Bachelor/Master diploma, a certificate issued by your University confirming when you will complete your Bachelor/Master studies and complete with a transcript of all the courses completed and the scores obtained.

Please provide, in lieu of the PhD diploma, a certificate issued by your University confirming when you will complete your PhD studies and the date of the viva.

IMPORTANT: In the event that your application is positively evaluated by the Fellowships Committee, the award will be kept on hold pending to the completion of your Bachelor/Master/PhD studies and submission of the relevant certificates.

Written Statement

This document is mandatory and it is the first and essential step to apply for an ICGEB fellowship. This document is an indispensable part of the application as it confirms the willingness of the supervisor to host you and availability of laboratory space, and defines the research project proposal that will form an integral part of the application. The dates of the fellowship must also be agreed with the supervisor.

In order to obtain a written statement, **before applying** you should send to your potential supervisor an email, including an updated CV, indicating why you are interested in joining his/her group, and what general area you would be interested in working on. Highlight your research experience, previous presentations and publications, what you expect to achieve through the fellowship. This will show that you are serious and well qualified. Do not send a general circular message as this is unlikely to be successful.

The complete list of our Group Leaders including contact details could be found at the following link: <https://www.icgeb.org/the-faculty/>.