ICGEB International Centre for Genetic Engineering and Biotechnology

SMART Fellowships Application Guidelines for Online submission of the Full Application

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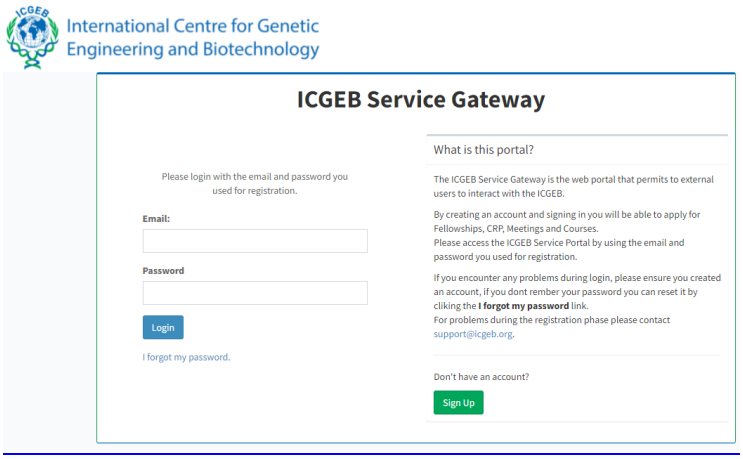
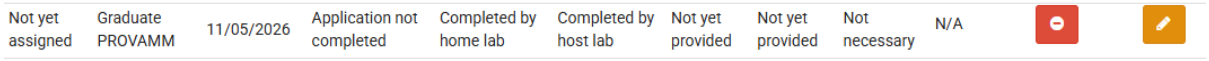
1) Enter the ICGEB Service Gateway with your account

Access the ICGEB Service Gateway (ISG) at the following link: https://isg.icgeb.org/auth/login with your credentials.



2) How to submit your full application

Once you receive the email notification that your Expression of Interest has been accepted at the pre-screening stage inviting you to complete and submit the full application, enter ISG and go the section **"My Fellowships applications"**. Here you will see a full list of all the fellowship applications submitted. Click on the orange button with the pencil to start the full application process.



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:

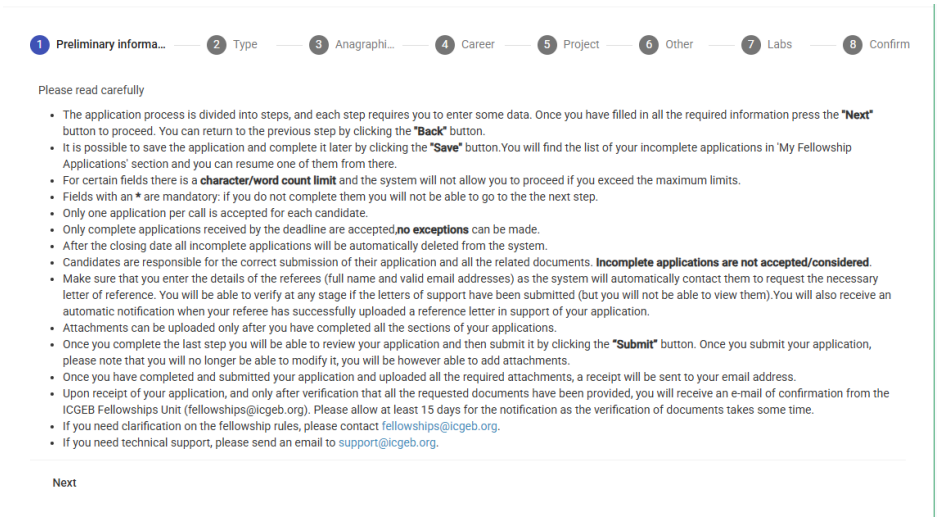
- Your full CV complete with the list of your publications;
- CV of the Head of the receiving laboratory complete with the list of publications;
- Identification document (passport or identity card).

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

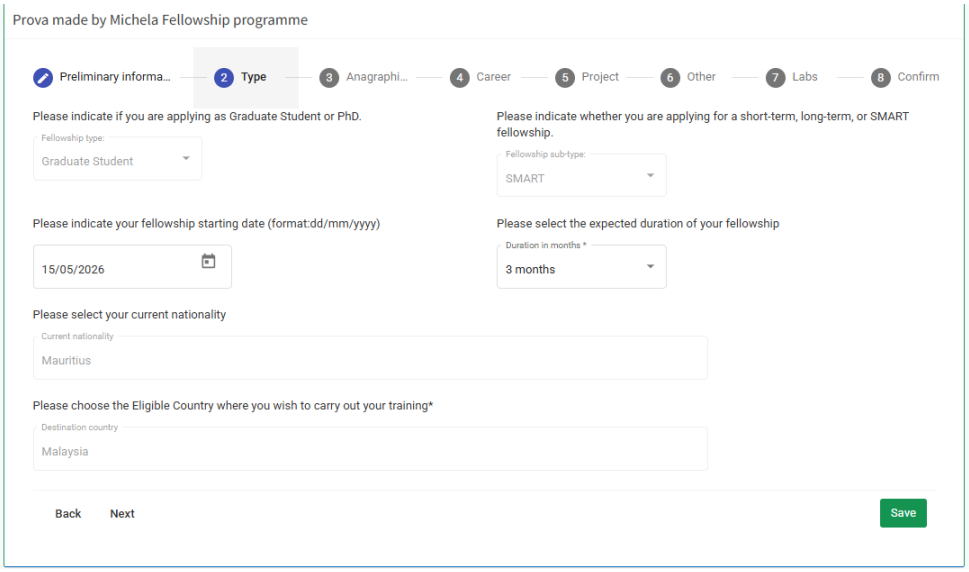
Please find here below an overview of the sections of the online forms with relevant info requested.

Section 1 - Preliminary information



Please read this introductory part carefully before proceeding.

Section 2 - Fellowship Type

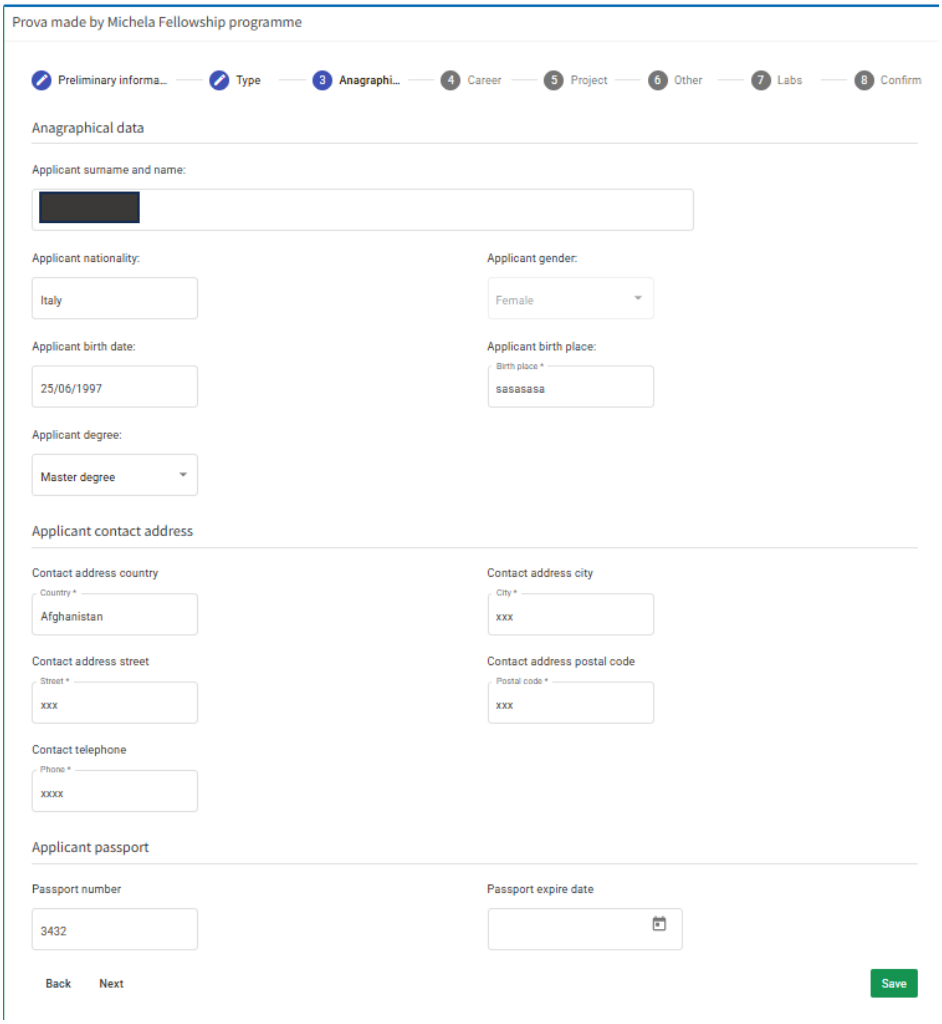


The information provided at the Expression of Interest phase is automatically copied to the form. This data cannot be edited. All the fields of this section are mandatory (*).

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

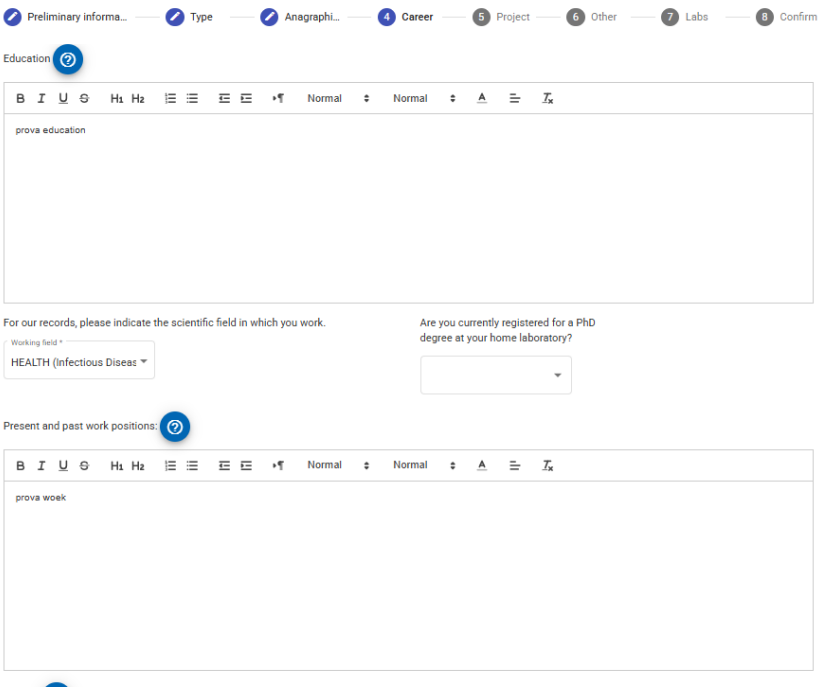
IMPORTANT: please note that this date may need to be changed by ICGEB if at the time of award there is not sufficient time to prepare all the necessary documents for the fellowship. Try not to plan a starting date too close to the deadline for online applications; allow a minimum of 4 months.

Section 3 - Anagraphical data



Please note that the information provided at the Expression of Interest phase is automatically copied in the form and cannot be edited. 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

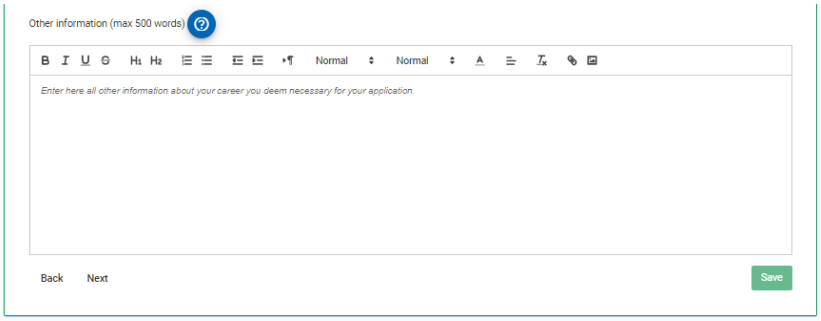


Please note that some of the information requested in this module are copied directly from the information provided during the Expression of Interest phase and cannot be edited.

Please provide information on the list of your peer-reviewed[1] and other publications.

[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,

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



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.

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.

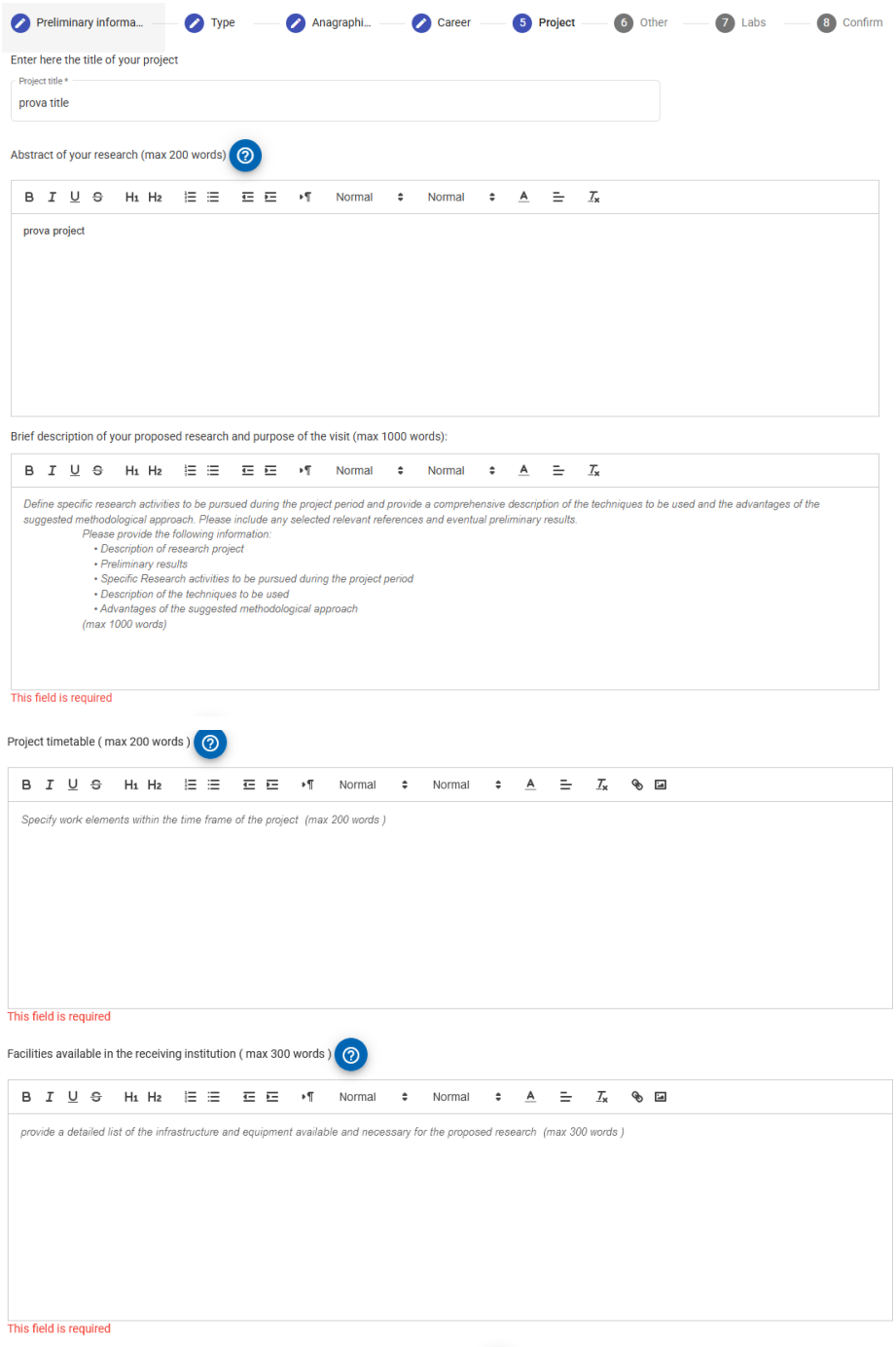
Section 5 - Project

All the fields in this section are mandatory (*). Please note that some of the information requested in this module are copied directly from the information provided during the Expression of Interest phase and cannot be edited.

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)

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



Reasons for selecting this particular hosting laboratory for this fellowship (max 300 words)

Normal Normal

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

This field is required

Please indicate how this visit will benefit your home laboratory/home country

Normal Normal

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.)

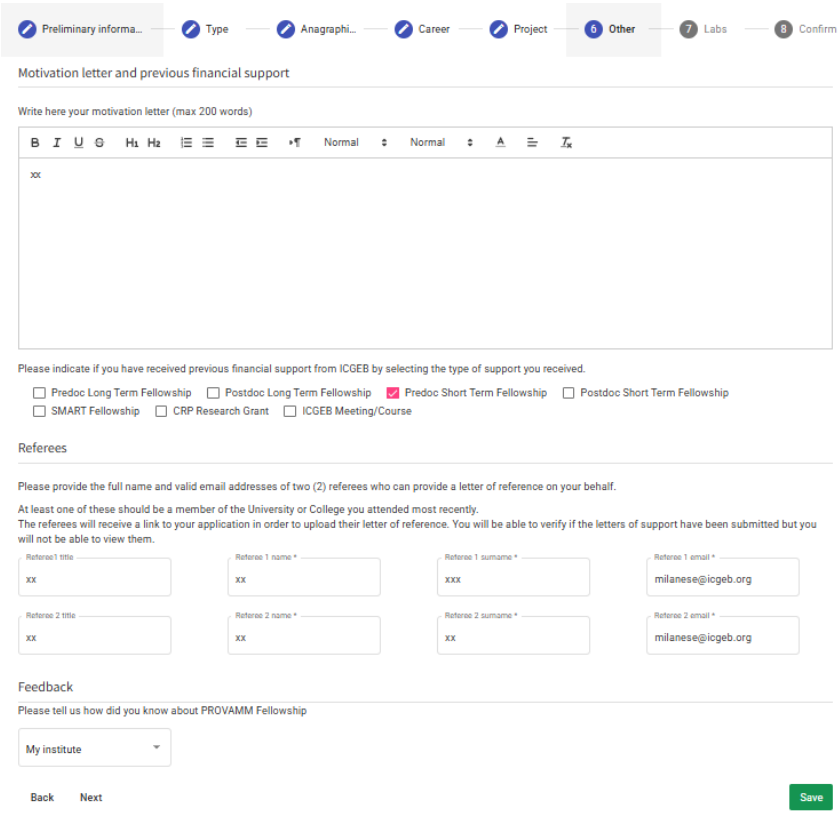
This field is required

Back Next Save

Section 6 - Other

Please note that some of the information requested in this module are copied directly from the information provided during the Expression of Interest phase and cannot be edited.

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.

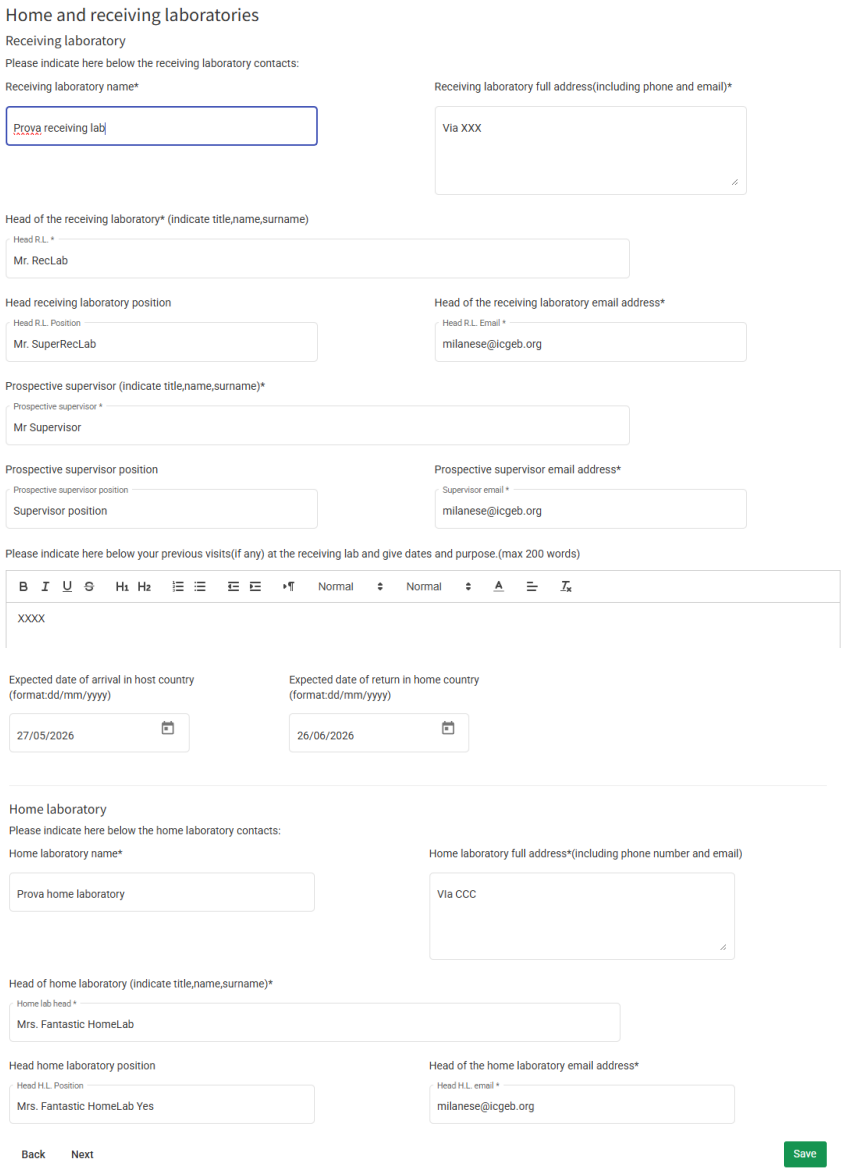


Please make sure that the contact details of the referees are valid as the system will send an automatic message to the email you have provided, with a link where the referee can upload the recommendation letter.
You will receive an automatic notification when your referee has successfully uploaded a reference letter in support of your application.

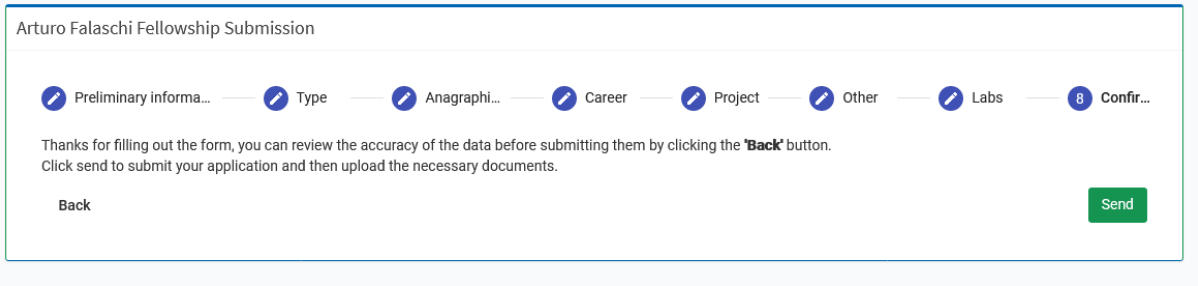
IMPORTANT: DO NOT upload the reference letters as they will not be considered.

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 note that the information requested in this module is copied directly from the information provided during the Expression of Interest phase and cannot be edited.



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 green button "**send**" 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.).

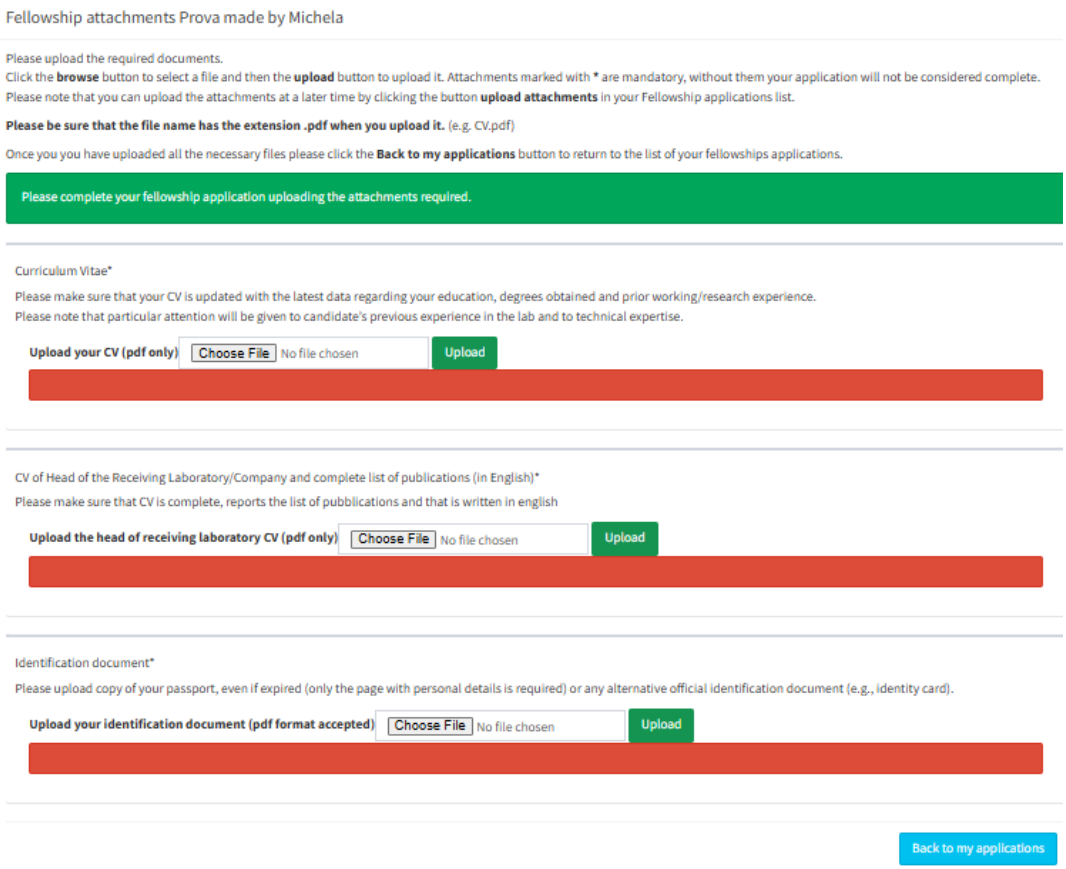
Section 9 - Fellowship attachments

IMPORTANT: The system does not foresee the possibility of attaching other documents than those mandatory.

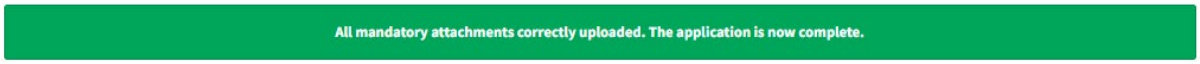
Your application and attachments will not be modifiable after submission.

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.

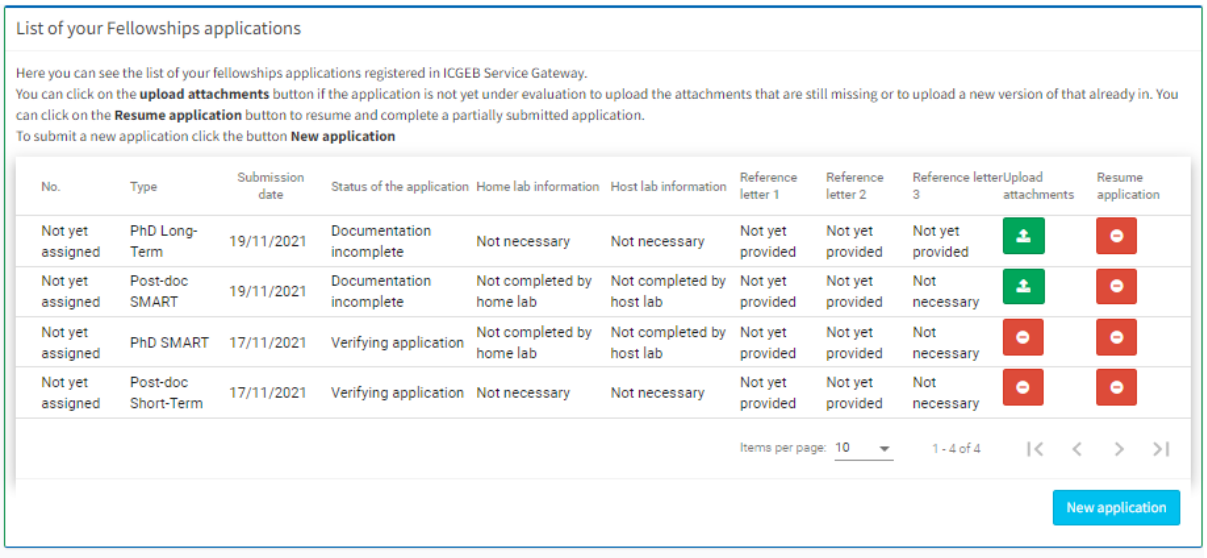


After the submission, the Attachments sections are green to enable the applicant to upload the attachments requested.
A confirmation at the end of the Attachment page will appear when all the documents have been correctly uploaded.



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. 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 fellowships 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.