



ICGEB

International Centre for Genetic
Engineering and Biotechnology

SMART Fellowships application – Online submission guidelines

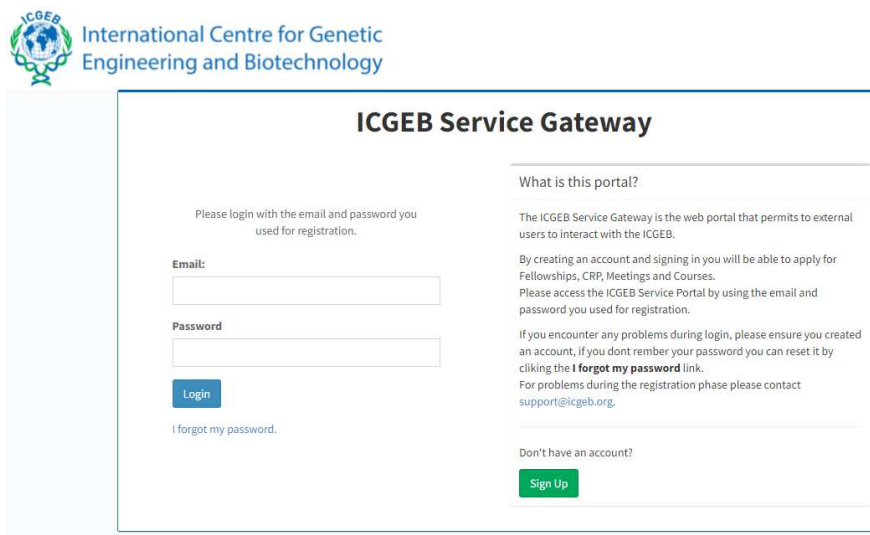


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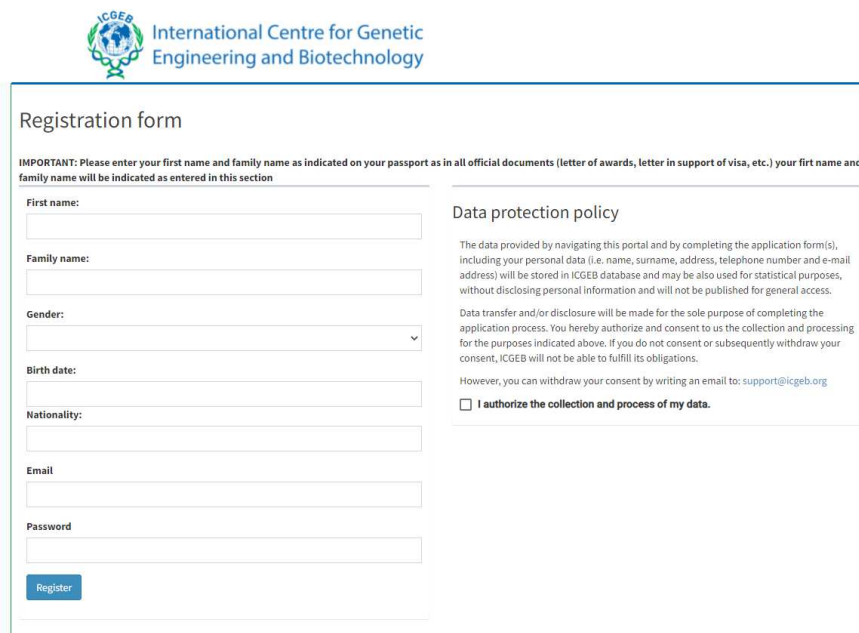
1) Create an account in the ICGEB Service Gateway

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?' with explanatory text and a 'Sign Up' button. The ICGEB logo and name are at the top left.

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: 'IMPORTANT: Please enter your first name and family name as indicated on your passport as in all official documents (letter of awards, letter in support of visa, etc.) your first name and family name will be indicated as entered in this section'. The form fields include: 'First name:', 'Family name:', 'Gender:' (with a dropdown menu), 'Birth date:', 'Nationality:', 'Email', and 'Password'. There is a 'Register' button at the bottom left. On the right side, there is a 'Data protection policy' section with explanatory text and a checkbox labeled 'I authorize the collection and process of my 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.).


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:



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?



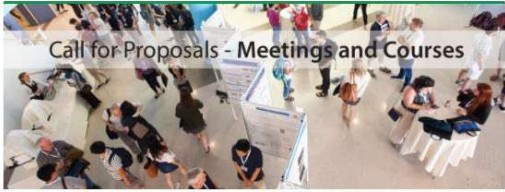
The Arturo Falaschi Fellowships Programme

[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 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 on-line form 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 in steps, each step requires you to enter some data. Once you filled all the required data 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 fill 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. Applications submitted after the deadline, if complete, will automatically be considered for the next call for applications.
- 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 and Home lab 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

Arturo Falaschi Fellowship Submission

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

Please indicate if you are applying as Pre-doc or a Post-doctoral applicant.

Fellowship type: *
PhD

Please indicate your fellowship starting date (format:dd/mm/yyyy)

Duration in months *

Please choose if to apply for a short term, a long term fellowship or a SMART fellowship.

Fellowship sub-type: *
SMART

Please select the expected duration of your fellowship

Duration in months *

Please select your member country .

Member country *

Please choose the Member State where you wish to carry out your training*

Destination country

Back Next Save

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

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

The fellowship 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

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) because they will appear in all the documents of your applications (letter of award, visa supporting documents, etc.).

Section 4 – Career

Arturo Falaschi Fellowship Submission

[Preliminary informa...](#) [Type](#) [Anagraphi...](#) **4 Career** [5 Project](#) [6 Other](#) [7 Labs](#) [8 Confirm](#)

Education 

B I U G 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

For our records, please indicate the scientific field in which you work.

Working field *

Are you currently registered for a PhD degree at your home laboratory?

Present and past work positions: 

B I U G 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 G H₁ H₂ [list] [list] [list] [list] Normal Normal A [list] [list]

Enter here the list of your awards (if any)

Peer reviewed publications 

B I U G H₁ H₂ [list] [list] [list] [list] Normal Normal A [list] [list]

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

Other publications 


B I U G H₁ H₂ [list] [list] [list] [list] Normal Normal A [list] [list]












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.

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.

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 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".

Preliminary informa... Type Anagraphi... Career **5** Project **6** Other **7** Labs **8** Confirm

Enter here the title of your project

Project title *

Abstract of your research (max 200 words)

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

Enter the abstract here (max 200 words)

This field is required

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

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

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)


This field is required













Project timetable (max 200 words) 

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

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


This field is required













Facilities available in the receiving institution (max 300 words) 

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

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


This field is required













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

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

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 

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

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














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.

[Preliminary informa...](#) — [Type](#) — [Anagraphi...](#) — [Career](#) — [Project](#) — **6 Other** — [7 Labs](#) — [8 Confirm](#)

Motivation letter and previous financial support

Write here your motivation letter (max 200 words)

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

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.

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 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.

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 *"/>

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 – 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.

Preliminary informa... — Type — Anagraphi... — Career — Project — Other — **7** Labs — Confirm

Home and receiving laboratories

Receiving laboratory

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

Receiving laboratory name*

Receiving laboratory full address(including phone and email)*

Specify the full address of the receiving laboratory including phone and email



Head of the receiving laboratory* (indicate title,name,surname)

Head R.L. *

Head receiving laboratory position

Head R.L. Position

Head of the receiving laboratory email address*

Head R.L. Email *

Prospective supervisor (indicate title,name,surname)*

Prospective supervisor *














Prospective supervisor position

Prospective supervisor position

Prospective supervisor email address*

Supervisor email *

Please indicate here below your previous visits(if any) at the receiving lab and give dates and purpose.(max 200 words)

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

Insert text here ...

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*

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)*

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

Head home laboratory position

Head of the home laboratory email address*

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

[Save](#)

Section 8 - Confirm

Arturo Falaschi Fellowship Submission

Preliminary informa... — Type — Anagraphi... — Career — Project — Other — Labs — **8** Confir...

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 **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.

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

CV of Head of the Receiving Laboratory and complete list of publications (In English)*

Please make sure that CV is complete, reports the list of publications and that is written in english

Upload the head of receiving laboratory CV (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

[Back to my applications](#)

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.

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 email 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 completed their sections and solicit them in case they have not done so yet.

List of your Fellowships applications

Here you can see the list of your fellowships applications registered in ICGEB Service Gateway. 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 that already in. You can click on the **Resume application** button to resume and complete a partially submitted application. To submit a new application click the button **New application**

No.	Type	Submission date	Status of the application	Home lab information	Host lab information	Reference letter 1	Reference letter 2	Reference letter 3	Upload attachments	Resume application
Not yet assigned	PhD Long-Term	19/11/2021	Documentation incomplete	Not necessary	Not necessary	Not yet provided	Not yet provided	Not yet provided		
Not yet assigned	Post-doc SMART	19/11/2021	Documentation incomplete	Not completed by home lab	Not completed by host lab	Not yet provided	Not yet provided	Not necessary		
Not yet assigned	PhD SMART	17/11/2021	Verifying application	Not completed by home lab	Not completed by host lab	Not yet provided	Not yet provided	Not necessary		
Not yet assigned	Post-doc Short-Term	17/11/2021	Verifying application	Not necessary	Not necessary	Not yet provided	Not yet provided	Not necessary		

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