

**Application Form**

**FAOBMB Travel Lectureship**

**Applications may be submitted at any time but should be at least four months prior to the visit period.**

**HOST COUNTRY DETAILS:**

**Name of Primary Applicant:**

**Position:**

**Address of Applicant:** (Indicate your institutional or office address)

**Email address:**

[*This is contact email address for correspondence with the Secretary General of FAOBMB]*

**Membership of FAOBMB Constituent Society:** (Indicate **the Constituent Society of** **FAOBMB** in your country/region of residence **which you are a member**).

**……………………………………………………………………..**

**Signature: Date:**

**Name of Supporting Applicant:**

**Position:**

**Address of Applicant:** (Indicate your institutional or office address)

**Email address:**

**Membership of FAOBMB Constituent Society:** (Indicate **the Constituent Society of** **FAOBMB** in your country/region of residence **which you are a member**).

**……………………………………………………………………..**

**Signature: Date:**

**DELEGATE OF CONSTITUENT MEMBER AND COLLABORATIVE FUNDING DETAILS:**

**FAOBMB Constituent Society:** (Indicate **the Constituent Society of** **FAOBMB** in the country/region **which is hosting the proposed Travel Lectureship**).

**……………………………………………………………………..**

**Name of Delegate to FAOBMB Council**

**……………………………………………………………………..**

**Signature: Date:**

**Collaborative funding details:** (Indicate **Funding obtained (or requested)** in support of the **proposed Travel Lectureship** from local, national or international sources). State the name of institution or organisation providing funding and indicate amounts in equivalence to USD (**not** local currency). Add additional rows as required.

|  |  |  |
| --- | --- | --- |
| **Source of Funding** | **Amount requested** | **Amount obtained** |
| **Local** |  |  |
|  |  |  |
| **National** |  |  |
|  |  |  |
| **International** |  |  |
|  |  |  |
| **TOTAL funding** | **USD** | **USD** |

**NOMINEE DETAILS:**

**Name of Nominee:**

**Position:**

**Address of Nominee:** (Indicate institutional or office address)

**Email address:**

**Membership of FAOBMB Constituent Society:** (Indicate **the Constituent Society of** **FAOBMB** in the country of **which the Nominee is a member**).

**……………………………………………………………………..**

**Has the Nominee previously received an FAOBMB Travel Fellowship? If YES, please indicate the year and location of the FAOBMB Congress or Conference or Symposium.**

**…………………………………………………..**

**Has the Nominee previously received an FAOBMB Exchange Fellowship? If YES, please indicate the year and details of the host laboratory/institution in which the Fellowship was held.**

**…………………………………………………..**

**Note that if the host laboratory for a previously held FAOBMB Exchange Fellowship by this same Nominee is within the same institution as that for which the Travel Lectureship is sought, then this application will not be valid.**

**Further note that if the Nominee has previously held an FAOBMB Travel Lectureship then this application will not be valid.**

This application must be accompanied by a detailed *curriculum vitae* of the Nominee, including a full list of publications, together with a Statement justifying the choice of nominee in relation to the interests and requirements of biochemists and molecular biologists at the host institution and, if relevant, at other institutions in the host country (***see details of attachments required***).

**Acceptance of nomination for Travel Lectureship by Nominee.**

I am willing to travel and lecture according to the Activity Plan in this application

**Signature: Date:**

**BUDGET**

**Economy airfare ticket price:**

Please provide the minimum air fare from theplace of work of Nominee to the host laboratory/institution.Also indicate the Airline and Route. **Indicate the air fare cost equivalent in US Dollars:**

**Indicate any travel within the host country relevant to the Travel Lectureship
(**for example, if there is no international airport in the city of the host institution or if there are multiple host institutions in different locations in the same country**)**

**Accommodation:**

Indicate the accommodation costs for the duration of the stay in the host country for the period of the Travel Lectureship.

State how these travel and accommodation costs will be covered, if in excess of the maximum of $USD 3,000 per FAOBMB Travel Lectureship.

**Activity Plan for Travel Lectureship and Justification for Support**

**Provide a Statement on the Travel Lectureship (no more than 2 pages)**
(use Times New Roman 12 point font, single spaced)

This Statement must include:

1. dates of the proposed Travel Lectureship, clearly indicating starting and finishing dates;
2. a detailed activity plan for the period of the Travel Lectureship, including details of supervision;
3. clear indications of the relevance and significance of the particular choice of nominee in relation to the interests and requirements of biochemists and molecular biologists at the host institution and, if relevant, at other institutions in the host country; and
4. an explanation of how future ongoing links between the Nominee and the Applicants will be maintained in terms of possible collaborations or training opportunities, and how their respective departments/institutions would benefit from such ongoing interactions.

**Attachments required:**

* **Letter of Support from Head of the host institution/department of the Applicants**This statement should provide information on the requirements of the institution/department for ongoing and future development, particularly as related to the skills and experience of the Nominee; it would be helpful if the statement could also indicate that some financial support will be available for the Nominee’s travel/accommodation for the period of the Travel Lectureship
**Note:** If there is more than one Institution contributing to these expenses (for example if the Travel Lecturer is being co-hosted by another institution/department), then please provide **additional Statements as required**.
* **Detailed *curriculum vitae* of the Nominee**This must include details of education and research training, positions held, and any prizes or awards. Information on the Nominee’s skills and experience, as well as previous and current responsibilities relevant to this application should be included.
* **Full list of publications of the Nominee in international journals and books.**For each publication, the following must be shown:

All authors, title, journal, volume, first and last page numbers, and year
(if book chapter, additionally show relevant details of the book title, editor(s) and publisher)

* **Letters of recommendation from three referees**These should be from people different from those above (by the Head(s) of the host institution(s)/department(s) of the Applicants)
one of these must be from the same country as that of the Applicants;
a second one must be from the same country as that in which the Nominee is based; and a third one may be from any country (within the FAOBMB region or otherwise).

**Submission methods:** Applications can be made apply in either of two ways:

* by sending the entire application by email (including the required attachments) to the Secretary General of FAOBMB, Professor Philip Nagley:
phillip.nagley@monash.edu

**This is the preferred method.** If using this method the completed Application Form and all Attachments must be assembled into a **single** PDF file.

* by sending a hard copy of the application form and supporting documents to:

Professor Phillip Nagley

Department of Biochemistry and Molecular Biology

Building 77

Monash University

Clayton, VIC 3800

Australia

**Schedule of processing application:** Applicants will be notified by email (within one week) acknowledging receipt of the application.

Following consideration of the application by the FAOBMB Executive Committee, notification of the decision of the Committee will be sent to the applicant by the Secretary General of FAOBMB (*normally within one month*).