



**ASIA-PACIFIC IMBN**  
**FELLOWSHIP APPLICATION FORMS**

To contact Asia Pacific IMBN, please call, write  
or send e-mail to:

Asia-Pacific IMBN Secretariat  
(Attention: Ms. Dawn Chan)

Asia-Pacific IMBN Secretariat

4 Lorong Telok, #03-01, Singapore 049017

Tel: +65-538-7391/ 65-97987702, Fax: +65-538-7392, E-mail: [secretariat@a-imb.org](mailto:secretariat@a-imb.org)

Website: <http://www.a-imb.org>

## Asia-Pacific International Molecular Biology Network

Asia-Pacific IMBN Program Development Office, Institute of Molecular Biology & Genetics (Rm. 303),  
Seoul National University, Seoul 151-742, Korea  
Telephone: 82-2-880-8016 - Fax: 82-2-877-5578 - E-mail: seoul.office@a-imbn.org

### Asia-Pacific IMBN Sponsorship Application

This form should be filled out (either typed or black ink) in triplicate and sent to Asia-Pacific IMBN Program Development Office with **the requested enclosures**. Please use the English language.

**Applicant's name:** .....

Given name

Middle name

Family name

Laboratory address:

Correspondence address:

E-mail address:

Telephone number:

Telefax number:

Date and country of birth:

Age: .....

Nationality

Present position:

Proposed duration of fellowship:

Intended starting date:

Full address of receiving institute:

Telephone/telefax numbers/email addresses of receiving institute:

Names and contacts of the group head and the institute director:

Title of proposed research

Key words (up to five key words):

Name of institute and country in which Ph.D. or equivalent was awarded:

Date of award:

List other support available for proposed visit:

Have you previously applied for Asia-Pacific IMBN funding? \_\_\_ Yes \_\_\_ No (If yes, please explain):

List of previously held fellowships from Asia-Pacific IMBN or other organizations with dates (months / years):

Date	Organisation

**No applications will be considered complete without the following:**

1. Background information (in triplicate)
  - (a) Short curriculum vitae
  - (b) List of publications
  - (c) Synopsis of current work (about 1 page)
  - (d) Synopsis of proposed activity at the receiving institute (text up to about 1500 words). At the end of the proposal please list all references quoted.
  - (e) Names and addresses of two persons (**not from receiving institute**) from whom confidential scientific evaluations have been requested (these should be sent directly to Asia-Pacific IMBN before the relevant closing date for application deadline).
  
1. Acceptance by the receiving institute which is to be stated on the form provided by Asia-Pacific IMBN (see enclosed).
  
2. In the case of applicants from non-Asia-Pacific IMBN participating economies, a letter from the receiving institute in the Asia-Pacific region explaining how the scientific program of the receiving institute would benefit from the award of fellowship.
  
3. In the case of applicants to go to a laboratory in a non-Asia-Pacific IMBN participating economy , a short justification on the choice of this laboratory and the reasons for selecting it rather than a laboratory in the Asia-Pacific region.
  
4. An estimate, endorsed by a travel agency, of the cost of travel to and from the receiving institute. An estimate for the cheapest flight should be provided.

I hereby certify, in applying for an Asia-Pacific IMBN fellowship, the information is complete and accurate.

Date: ..... Signature: .....

- Annex 1:       Template for Confidential letter of Reference for Asia-Pacific IMBN Fellowship
- Annex 2:       Letter of Acceptance from Receiving Institute
- Annex 3:       Guidelines for Asia-Pacific IMBN Fellowships
- Annex 4:       Conditions for Asia-Pacific IMBN Fellowships
- Annex 5:       Notes to filling out the application form
- Annex 6:       Reference information (For Secretariat use only. Please leave blank)

Confidential letter of reference for a fellowship to Asia-Pacific IMBN  
Short-term Fellowship      Studentship

To be sent **directly** to: IMBN Program Development Office , Institute of Molecular Biology & Genetics (Rm. 303),  
Seoul National University, Seoul 151-742, Korea  
Telephone: 82-2-880-8016 - Fax: 82-2-877-5578 - E-mail: seoul.office@a-imb.org

**Name of applicant:**

Name of referee:

Address of referee:

Telephone and fax number of referee:

Association with the applicant:  
(e.g. the applicant was a former Ph.D. student)

Confidential assessment of the applicant:

(use extra pages if necessary)

Your ranking of the applicant among a total of .....graduate students and postdocs:

Top 5% \_\_\_\_ 10% \_\_\_\_ 20% \_\_\_\_ 30% \_\_\_\_ 50% \_\_\_\_

**To be forwarded by the Receiving Institute to:**

IMBN Program Development Office, Institute of Molecular Biology & Genetics (Rm. 303),  
Seoul National University, Seoul 151-742, Korea  
Telephone: 82-2-880-8016 - Fax: 82-2-877-5578 - E-mail: seoul.office@a-imbn.org

**FORM OF ACCEPTANCE OF APPLICANT FOR ASIA-PACIFIC IMBN SPONSORSHIP  
BY RECEIVING INSTITUTE**

**Section A:**

The application of . . . . .

to visit . . . . .  
(name of institute)

during the approximate period . . . . . to . . . . .  
(starting date) (finishing date)

is hereby accepted.

The Asia-Pacific IMBN fellowship provides the recipient with return traveling expenses to the host institute and an allowance to cover the fellow's living costs. The fellow is not an employee of Asia-Pacific IMBN which is not responsible for his/her actions, health, safety or research expenditures. The host institute in accepting the fellow accepts the responsibility of protecting itself and the fellow as appropriate to the normal needs of a guest worker. The host institute also provides the necessary materials and facilities. Asia-Pacific IMBN does not provide "bench fees" and other financial support to the costs of the research.

To the extent that the receiving institute is legally able, and in accordance with its policy, the receiving institute agrees to consider the organization of Asia-Pacific IMBN regarding the sharing of patent rights and revenues resulting from research funded by Asia-Pacific IMBN. It is also understood and agreed by the receiving institute that the results of the research involving the fellow will be available in scientific literature and will not be kept undisclosed, or their disclosure delayed, for non-scientific reasons.

..... Name of director or other  
responsible official signature

.....  
Name of proposed scientific supervisor signature

**Section B:**

To assist the Asia-Pacific IMBN Secretariat in reaching a decision about this application the proposed scientific supervisor is requested to outline:

- Why he/she wishes to have the applicant work in his/her laboratory

- Please list recent research by the host laboratory on this project (including 3 references).

## Guidelines Asia-Pacific IMBN Sponsorships

### 1. Asia-Pacific IMBN budget

Asia-Pacific IMBN receives its budget from the following economies which form the Asia-Pacific IMBN: Australia, People's Republic of China, Chinese Taipei, Hong Kong, India, Indonesia, Israel, Japan, Republic of Korea, Malaysia, New Zealand, the Philippines, Singapore, and Thailand. These are referred to as participating economies.

### 2. Asia-Pacific IMBN sponsorships

Asia-Pacific IMBN sponsorships consist of two types: 1) **Fast-track sponsorships** which do not require any financial commitment from Asia-Pacific IMBN, and 2) **Normal-track sponsorships** which seek financial support from Asia-Pacific IMBN. The normal-track sponsorships consist of **short-term fellowships** and **studentships**. Applications should be submitted by mail to the Asia-Pacific IMBN Development Office, Seoul Korea and are downloadable from <http://www.a-imbn.org>

### 3. Asia-Pacific IMBN short-term fellowships

Deadlines for receipt of applications: There is no set deadline for applications, but they should be ideally made about 3 months prior to the proposed starting date.

Purpose: While fast-track sponsorships may be provided by scientists using research grants, laboratory or supporting institution resources, or industry sponsorship, Asia-Pacific IMBN intends to provide as many normal track fellowships as its own funding situation provides. Short-term fellowships allow post-doctorate fellows and independent scientists to visit centers of excellence for collaborative research projects and/or training.

Duration: Short term fellowships will be awarded for a period of 2 to 12 weeks but can vary depending on the amount of grant awarded and conditions discussed with the receiving institute.

Eligibility: Applicants who hold a doctorate degree normally apply through this track. Top priority for fellowships will be given to applicants from Asia-Pacific IMBN participating economies wishing to visit research centers of Asia-Pacific IMBN participating economies. Second priority will be given to applicants from non-Asia-Pacific IMBN economies to receiving institutes of Asia-Pacific IMBN participating economies. Third priority will be given to applicants from Asia-Pacific IMBN participating economies to non-Asia-Pacific IMBN receiving institutes. Grants of about \$3,000 for working scientists will be provided but the amount may vary. Applicants will be reviewed at least once every quarter or whenever necessary by the Secretariat and members of the Program Committee .

### 4. Studentships

Deadlines for receipt of applications: There is no set deadline for applications, but they should be ideally made about 3 months prior to the proposed starting date.

Purpose: Through the **normal track sponsorship**, studentships enable graduate students to visit centers of excellence for collaborative research projects and/or training.

Duration: Period of visit is similar to short fellowships and awarded for a period of 2 to 12 weeks. It can vary depending on the amount of grant awarded and conditions discussed with the receiving institute.

Eligibility: Applicants who are currently doctoral students normally apply through this track. Grants of about \$2,000 will be awarded depending on the funds available. Top priority for fellowships will be given to applicants from Asia-Pacific IMBN participating economies wishing to visit research centers of Asia-Pacific IMBN member economies. Second priority will be given to applicants from non-Asia-Pacific IMBN economies to receiving institutes of Asia-Pacific IMBN economies. Third priority will be given to applicants from Asia-Pacific IMBN member economies to non-Asia-Pacific IMBN receiving institutes. Applicants will be reviewed at least once every quarter or whenever necessary by the Secretariat and members of the Program Committee.

## **CONDITIONS OF ASIA-PACIFIC INTERNATIONAL MOLECULAR BIOLOGY NETWORK FELLOWSHIPS**

The attention of applicants is particularly drawn to the following conditions under which Asia-Pacific IMBN awards its fellowships. Asia-Pacific IMBN fellows are recipients of Asia-Pacific IMBN sponsored fellowships.

Asia-Pacific IMBN fellows ARE NOT insured by Asia-Pacific IMBN against medical expenses, neither are they insured for accidents during their travel to and from the host institute. Asia-Pacific IMBN does not recognize recipients of its fellowships as agents or employees of the organization and accepts no liability for any of their actions or activities or for their personal health or safety. Fellowship recipients are urged to make sure that they are fully covered by the necessary insurances of institutions which receive them.

1. On completion of the visit to the receiving institute, all holders are required to prepare and deposit with the secretariat, three copies of a succinct report on their activities under the fellowship within one month after completing the fellowship.
2. Every publication of work executed while in receipt of an Asia-Pacific IMBN fellowship must acknowledge the help given by the organization and one reprint must be deposited with the secretariat office.
3. Asia-Pacific IMBN is a non-governmental organization whose awards are not automatically endowed with any particular tax privileges. It is the sole responsibility of the recipient of an award to pay any tax which may be levied upon it by the relevant national authority. In this respect the organization will be glad to furnish to fellows any help or information it can. Fellows who are required to pay tax upon all or part of their awards should inform the Secretariat.
4. Asia-Pacific IMBN fellows are encouraged to engage in teaching, discussion, and similar activities of the laboratories they visit. They may not, however, engage in any paid or salaried activities during the course of their fellowships.

## Notes to help prepare your application

- All applications should be in English.
- All requested information should be provided, preferably typed but also acceptable in black ink.
- Applications should be submitted through mail to the Program Development Office.
- Fast-track sponsorships will follow the same application procedures as normal track sponsorships.
- As Asia-Pacific IMBN takes into consideration the country in which you received your Ph.D. (your Ph.D. "nationality"), please provide this information on page 1.
- Post-doctorate fellows should apply through the short-term fellowship and graduate students through the studentship for the normal track sponsorship.
- You are responsible to ensure that 2 letters of reference (see enclosed) reach the Asia-Pacific IMBN Program Development Office no later than 3 months before the start of the fellowship. One of the referees must be your Ph.D. supervisor.
- Your curriculum vitae should be detailed but only contain relevant information. It is essential that the reviewers of your proposal can follow your career prior to this application in a most complete manner.
- List of publications may include papers submitted for publication (The journal involved should be indicated and the manuscript number should be included), but should not include papers in preparation. No reprints or pre-prints should be included.
- References in the research proposal should include the TITLE of the paper, the FULL author list and details on the journal (volume, page numbers, etc).
- In your publication list please type your name and that of the journal in BOLD letters. Please indicate by an asterisk the three most important publications on your list. Please list all the authors, then the title of the paper and finally, the full journal reference including volume, page numbers, etc.
- The synopsis of current work (approximately 1 page) should include any relevant references and should be designed to allow the reader to appreciate both your past experience and its relevance, if any, to the proposed research topic.
- All documents should be printed single-sided and **should not** be stapled or bound together.
- Whether or not a fellowship is awarded depends in large measure on the assessment made by our referees of the submitted research proposal. Applicants should, therefore, submit a reasonably detailed and research proposal which they should write themselves. It should contain approximately a 200 word summary and the proposal should not exceed 1500 words excluding references. Longer documents tend to irritate reviewers and should be avoided. A brief introduction should be included to outline the background to the proposal. The research proposal should be sufficiently detailed to allow the selection committee members to obtain a clear idea of the work which is planned. As above, references should be given in a complete manner including title and full list of authors.

**PLEASE LEAVE THIS SHEET BLANK**

**For internal use only**

Asia-Pacific IMBN sponsorship application No. ....  
Sponsorship type: .....  
Name .....  
Date .....  
Interviewer .....

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**COST CALCULATION**

**1. SUBSISTENCE**

Housing

Living expenses

Standard rate

Period        months  
                  days

Total subsistence

**2. JOURNEY**

from .....

to.....

Air ticket .....

Rail ticket .....

Other.....

Total travel\_\_\_\_\_

Overall total\_\_\_\_\_