

## Period abroad: procedures and information

### Before Departure:

- Fill in the *PhD Mobility Agreement* and send it via email to the Coordinator of your PhD program **and** to the following addresses:
  - [doctorate@cerm.unifi.it](mailto:doctorate@cerm.unifi.it)
  - [phd@chim.unifi.it](mailto:phd@chim.unifi.it)
  - [internazionalizzazione@chim.unifi.it](mailto:internazionalizzazione@chim.unifi.it)
- Complete the *Authorization Form for the Period Abroad* and send it via email to your course Coordinator **and** to the following addresses:
  - [doctorate@cerm.unifi.it](mailto:doctorate@cerm.unifi.it)
  - [phd@chim.unifi.it](mailto:phd@chim.unifi.it)
- Open the mission on the portal: <https://unifi.u-web.cineca.it/>

### During the Period Abroad:

To receive the monthly increase of the PhD fellowship, you must submit the *Confirmation of Period Abroad Form* **every month** by following these instructions:

- Send the form via email to your course Coordinator and to:
  - [doctorate@cerm.unifi.it](mailto:doctorate@cerm.unifi.it)
  - [phd@chim.unifi.it](mailto:phd@chim.unifi.it)
- The request must always:
  - Be sent as a **PDF file**, written in block capitals and already signed by you and your supervisor
  - Be named as follows: SURNAME\_NAME INITIAL\_MONTH\_ESTERO (e.g., ROSSI\_M\_MARCH\_ESTERO)
  - Use the same format (SURNAME\_NAME INITIAL\_MONTH\_ESTERO) as the email subject, avoiding generic subject lines.
- You must personally send the email, no earlier than the end of the month for which you are requesting the scholarship increase, and no later than the 4th of the following month. If your stay ends before the end of the month, the signed form must be sent no earlier than your return date.
- The form must include only the actual days you were abroad. If you return to Italy during the stay, those days must be excluded
- Important:

The increase will be paid at the end of the following month.

(e.g. If you apply for the scholarship increase for the month of March, it will be added to your April stipend.)

### Upon Return:

- Fill in the final part of the *Learning Agreement* “After mobility” as indicated and send it via

email to the Coordinator of your PhD program **and** to the following addresses:

- [doctorate@cerm.unifi.it](mailto:doctorate@cerm.unifi.it)
- [phd@chim.unifi.it](mailto:phd@chim.unifi.it)
- [internazionalizzazione@chim.unifi.it](mailto:internazionalizzazione@chim.unifi.it)

### Funding:

To know whether your PhD research funds can be used to cover expenses (e.g., travel, accommodation), write to:

- [phd@chim.unifi.it](mailto:phd@chim.unifi.it)

For additional funding opportunities, consider the following organizations. For more information, please consult your supervisor.

**The links in the following table can be useful to apply for grants and fundings.**

|                                                     | Link:                                                                                                                                                                                                       | Timeline:                                               | Subsistence rates                                      | Membership (Please read all the eligibility criteria on the corresponding website before applying; these are just a few of them):                                                                                                                                           |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMBO - Scientific Exchange Grants                   | <a href="https://www.embo.org/funding/fellowships-grants-and-career-support/scientific-exchange-grants/">https://www.embo.org/funding/fellowships-grants-and-career-support/scientific-exchange-grants/</a> | 3 months (recommended) to 30 days before the start date | depend on the visiting country                         | EMBO Scientific Exchange Grants are specifically designed to facilitate new collaborations and scientific exchanges. Applications to visit laboratories with existing or past collaborations (e.g., joint grants, co-publications, or previous exchanges) are not eligible. |
| FEBS Short-Term Fellowship                          | <a href="https://www.febs.org/funding/fellowships/short-term-fellowships/">https://www.febs.org/funding/fellowships/short-term-fellowships/</a>                                                             | 3 months before the start date                          | daily subsistence €100 per day, €300 for travel costs  | The candidate must be a member of a FEBS Constituent Society (e.g. Italian Society of Biochemistry and Molecular Biology).                                                                                                                                                  |
| Instruct Internship                                 | <a href="https://instruct-eric.org/internships">https://instruct-eric.org/internships</a>                                                                                                                   | Specific deadline reported in the website               | €6000 (with a maximum contribution of €1000 per month) | Internships may be hosted at any Instruct Facility                                                                                                                                                                                                                          |
| Coast action - Short-Term Scientific Mission (STSM) | <a href="https://e-services.cost.eu/user/login">https://e-services.cost.eu/user/login</a>                                                                                                                   | Not specified                                           | Not specified                                          | The candidate can apply only to COST Actions for which he/she is eligible for the selected grant.                                                                                                                                                                           |
| European Association for Cancer Research (EACR)     | <a href="https://www.eacr.org/travel-fellowships">https://www.eacr.org/travel-fellowships</a>                                                                                                               | 12 weeks before you plan to start your trip             | up to €3500                                            | The candidate must be a member of EACR or of one of the affiliated national societies (e.g. the Società Italiana di Cancerologia, Italian Cancer Society)                                                                                                                   |
| Biochemical Society                                 | <a href="https://www.biochemistry.org/grants-and-awards/grants-and-bursaries/lab-visit-grants/">https://www.biochemistry.org/grants-and-awards/grants-and-bursaries/lab-visit-grants/</a>                   | Specific deadline reported in the website               | up to £2,000                                           | Applicants need to have been a member for at least the 12 months immediately prior to the deadline on the closing date of the round applied to.                                                                                                                             |
| Royal society of chemistry                          | <a href="https://www.rsc.org/funding-and-support/funding/researcher-collaborations-grants">https://www.rsc.org/funding-and-support/funding/researcher-collaborations-grants</a>                             | 2 rounds per year                                       | up to £5000                                            | Applicants must be either an Associate Member (AMRSC), Member (MRSC) or Fellow (FRSC) of the Royal Society of Chemistry before they submit their application and for the duration of the grant period.                                                                      |

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| <b>The company of biologists</b>                        | <a href="https://www.biologists.com/grants/travelling-fellowships/">https://www.biologists.com/grants/travelling-fellowships/</a>                                                                                                                         | 3 rounds per year                                                                                  | up to £3,000                                | Not specified                                                                                                                                                                        |
| <b>Boehringer Ingelheim Fonds (BIF)</b>                 | <a href="https://bifonds.de/fellowships-grants/travel-grants.html">https://bifonds.de/fellowships-grants/travel-grants.html</a>                                                                                                                           | At the latest six weeks prior, but not earlier than six months before your proposed departure date | Not specified                               | Not specified                                                                                                                                                                        |
| <b>European Federation of Immunological Societies</b>   | <a href="https://www.efis.org/efis/funding/efisil-fellowships">https://www.efis.org/efis/funding/efisil-fellowships</a>                                                                                                                                   | Specific deadline reported in the website                                                          | € 1.925/month and travel costs up to € 500. | Applicants must be a member of an EFIS-affiliated society for at least a year (exceptions to this may apply only for applicants from European countries without a national society); |
| <b>IUBMB Early-Career Research Fellowships</b>          | <a href="https://iubmb.org/about/standing-orders-and-statutes/standing-orders/iubmb-early-career-research-fellowships/">https://iubmb.org/about/standing-orders-and-statutes/standing-orders/iubmb-early-career-research-fellowships/</a>                 | Specific deadline reported in the website, one year before                                         | Maximum of US\$ 6,000                       | The candidate must be a member of a FEBS Constituent Society (e.g. Italian Society of Biochemistry and Molecular Biology).                                                           |
| <b>EMBL Corporate Partnership Programme Fellowships</b> | <a href="https://www.embl.org/about/info/scientific-visitor-programme/fellowships/corporate-partnership-programme-fellowships/">https://www.embl.org/about/info/scientific-visitor-programme/fellowships/corporate-partnership-programme-fellowships/</a> | Applications are open throughout the year                                                          | up to 4.000 EUR                             | Eligible for stay at all EMBL sites in Barcelona, Grenoble, Hamburg, Heidelberg, Hinxton or Rome                                                                                     |