

**Implementation Period:** Conferences planned in 2026 must be settled by 15 December 2026.

## EMERALD Conference Support Funds

*(Maximum funding: 50 000 PLN)*

**EMERALD (European Molecular Biology Laboratory and Nencki Research Alliance for Life Discoveries)** is a strategic project implemented by the Nencki Institute of Experimental Biology of the Polish Academy of Sciences, commissioned by the Minister of Science and Higher Education. Its aim is **to strengthen ties between** the largest European organization conducting molecular biology research – **EMBL** – **and the Polish science community, as well as to support new collaborations.**

The aim of this funding scheme is to support the **organisation of international conferences, workshops and courses**, where scientists from EMBL are invited as speakers or workshop instructors.

We provide **financial support** in the amount **up to 50 000 PLN** to support conferences organised by the research institution and societies located in Poland.

## Rules and Regulations for the Conference Support Funds

### 1. General Information

The **EMERALD Conference Support Funds** support scientists working at Polish research institutions in strengthening scientific collaboration between Poland and the European Molecular Biology Laboratory (EMBL) through organising international conferences in Poland. Funding may be used for covering conference related costs.

Organizers will have to acknowledge EMERALD program support which will include among others logos of the EMERALD Program, logos of the Minister and the Ministry of Science and Higher Education, statement “The conference is supported by the EMERALD project which is supported by the Minister of Science and Higher Education of the Republic of Poland special task no. MNiSW/2024/DWM/272”.



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Information about the call is announced on the EMERALD website ([www.emerald.nencki.edu.pl](http://www.emerald.nencki.edu.pl))

## 2. Eligibility

### 2.1 Eligible Applicants

- Researchers employed or affiliated with a Polish research institution organising conferences in the topics covered by EMBO/EMBL research programme
- Scientific societies organising conferences

## 3. Eligible Activities and Costs

### 3.1 Eligible Activities

- International conferences with speakers from EMBL laboratories
- Workshops for Polish scientific community with instructors from EMBL laboratories

### 3.2 Eligible Costs

- Travel expenses (second class train tickets and economy flights)
- Accommodation
- Local transportation
- Networking activities including organisation of poster sessions, lunch breaks and a single dinner
- Creating a dedicated conference/workshop webpage, including registration and abstract submission forms

### 3.3 Ineligible Costs

- Daily allowances (per diems)
- Insurance
- Purchase of equipment or consumables
- Salary or stipend support
- Costs related to non-EMBL/EMBO events
- Costs already covered by other funding sources

## 4. Funding Amount and Financial Rules

- Maximum funding per application: **50 000 PLN**
- Co-funding from the home institution and other sources is allowed
- Pre-financing by the home institution is permitted (the internal procedure of the given Unit applies)
- reimbursement will be issued after submission of required documentation



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- Funds are awarded as a reimbursement based on actual, documented expenses

## 5. Application Procedure

Before applying please first reach out to the EMBL Group Leader / Head of Facility to agree on the timelines and content of the visit.

### 5.1 Required Documents

The application must include:

- proposed title and topic of the meeting
- reasons for holding a meeting on the proposed topic
- information on any competing or similar meetings held in the current, proposed or following year
- the proposed date and location
- a list of the organizers
- contact details to the person submitting and coordinating the application
- a list of proposed speakers and instructors with marking the once from EMBL
- a draft programme
- selection criteria and number of participants
- a draft budget with info on what the EMERALD funds will be used for

### 5.2 Submission

- Applications must be submitted as a single PDF document via email to [emerald@nencki.edu.pl](mailto:emerald@nencki.edu.pl)
- The subject line of the email must include: "Conference Support Funds – [Applicant's Name/Institution] – Conference Title"
- In a given call, an applicant (organizer) may submit only one application
- In a given edition of the competition, only applications will be considered that will be sent before the deadline for accepting applications specified in the competition announcement
- By submitting an application in this competition, the applicant confirms that he or she has read the following clause and that he or she agrees to it:  
"I give consent for my personal data included in the application form to be processed by Nencki Institute of Experimental Biology PAS with its registered seat in Warsaw at Pasteur Street No. 3 (data controller) for the purposes of competition for the EMERALD networking outgoing funds at the Nencki Institute" pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC in compliance with a legal obligation to which the data controller is subject to (Art. 6 section 1 letter a)



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and the Act on personal data protection of 10 May 2018 (Journal of Laws of 2018, item 1000).”

## 6. Evaluation Criteria

The EMERALD Committee is looking to fund meetings that facilitate the exchange of top-level science between Polish and EMBL communities. In addition, the following aspects are considered by the Committee:

Scientific programme:

- The programme should cover interesting and original topics or a combination of topics in breadth and depth.

Applications will be assessed by the Committee based on:

- Scientific quality of the proposed programme
- Relevance to strengthening EMBL–Poland collaboration

Speakers:

- Organizers are expected to apply with a confirmed list of invited speakers (at least 70%). If speakers are not confirmed, the application will not be reviewed.
- The selected speakers should cover the proposed topic.
- Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs).
- Some speakers must be affiliated with EMBL. They have to be actively involved in the conference not only by giving a talk to the audience but also participating in other activities, e.g. being part of a committee choosing best posters or presentations. They should stay longer than only for their session.

Networking aspects:

- Sufficient time should be dedicated to poster sessions and informal interactions.

Organizers:

- The group of organizers must be scientifically, institutionally and gender diverse.

Location:

- The location must be suitable for the planned meeting.

In matters not regulated by the competition rules, decisions will be made by the Competition Committee.



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Decisions will be communicated to applicants via email within 30 days of the application deadline.

Decisions made by the Competition Committee are final.

Information about the results of the Competition will be published in reports and on the website of the EMERALD program.

Within 7 days of receiving the information, the Winner is obliged to declare readiness to use the granted EMERALD Networking Outgoing Funds.

## 7. Reporting Requirements

Within 60 days of completing the activity, but no later than on 15 December of the year, when the conference is organized, recipients must submit the Final Report which must include:

- Name of the event
- Dates of the activity
- A brief scientific report (max. 2 page) summarizing the topics covered, type of audience, number of participants, networking activities, specific involvement of the guests from EMBL, etc.
- The final programme of the conference/meeting
- Financial documentation – debit note or re-invoice and copies of documents confirming the costs incurred (invoices)
- Photos documenting the conference including involvement of the guests from EMBL
- Photo showing acknowledgement of EMERALD support.

The Applicant grants the EMERALD program Committee the permission to use the submitted materials (reports, photos, and activity descriptions) for future marketing and promotional activities related to the EMERALD project, including web and social media publication.

## 8. Additional Notes

- It is the responsibility of the Applicant to contact the respective EMBL associated scientists as well as to make the travel and accommodation arrangements
- All promotional materials related to EMERALD activities should be shared with the coordination office for approval prior to publication
- The scheme encourages inclusivity, equal opportunity, and participation from early-career researchers



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### GDPR and Data Processing

1. By submitting an application, the applicant confirms they have read and agreed to the data processing clause below.
2. Personal data provided in the application is processed by the Nencki Institute of Experimental Biology PAS (Data Controller) for the purpose of conducting the EMERALD grant competition, pursuant to Regulation (EU) 2016/679 (GDPR).
3. Data is collected voluntarily but is necessary for participation. The applicant has the right to access, rectify, or request the deletion of their data by contacting the Data Protection Officer at [iod@nencki.edu.pl](mailto:iod@nencki.edu.pl) and the EMERALD Committee at [emerald@nencki.edu.pl](mailto:emerald@nencki.edu.pl)
4. Personal data will be processed for the duration of the competition and reporting period and will not be transferred to third parties unrelated to the program administration.

The competition is carried out as part of the EMERALD project which is supported by the Minister of Science and Higher Education of the Republic of Poland special task no. MNiSW/2024/DWM/272.



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