



European Respiratory  
Society

# ERS Short-Term Research Training Fellowships 2010 Rules & Regulations

## 1. Aims and expectations

The ERS is funding a Short-Term Research Training Fellowship programme with the aims of:

- Promoting training to be applied in research on respiratory medicine in Europe;
- Supporting the exchange in Europe of scientists/investigators as well as clinicians actively involved in research in respiratory medicine;
- Contributing to the transfer and implementation of new research techniques or methodologies in Europe and internationally.
- Stimulating postgraduate and doctoral career development for physicians and allied health care professionals in the area of respiratory research in Europe.

ERS Short-Term Research Training Fellowships are established to advance respiratory medicine and science by helping scientists and clinicians **to visit another research laboratory or clinical unit with the aim of learning a research technique not available in the Home Institute. The project may involve** basic experimental studies, clinical investigations, epidemiology or **any other research area with relevance to respiratory medicine.** ERS Short-Term Research Training Fellowships are intended **to foster basic and advanced research as well as to support applications which are presented as a training component of a research project** (e.g. apply advanced research, test a hypothesis in pilot study, innovate a clinical technique, set up methods to be applied for clinical research at the Home Institute).

ERS Short-Term Research Training Fellowships are not granted for purely clinical and educative training (clinical diagnostic procedures, therapeutic interventional procedures, etc.), thus it is a mandatory requirement that the **projects include major “research components”.** Accordingly, **research training projects should lead to research activities and developments during the Fellowship, and after the training period when returning to the Home Institute.**

On completion of the Fellowship applicants must return to their Home laboratory; the goal being to apply the acquired skills. **In order to enable such knowledge transfer, the awards are conditional on the return of the Fellow to the Home Institute at the end of the Fellowship. The Fellowships are also conditional on the availability of appropriate facilities and resources in the Home Institute to apply and implement the newly acquired research techniques or research results.**

**Candidates must be ERS members in order to be entitled to apply for an ERS Short-Term Research Training Fellowship.** The ERS does not apply an upper age-limit on candidates as an eligibility criterion, however preference will be given to applicants who are in the in early-stages of their career.

**Applicants will be accepted if they are postgraduates and have at least graduated with an MD, MSc or the equivalent at the time of application. Candidates may also be qualified healthcare professionals (non-MD) working in respiratory medicine/health (nurses, physiotherapists, allied respiratory professionals).**

**The programme is open to both Europeans and non-Europeans.**

**Agreement with Host Supervisor must be present when applying. ERS Fellowships are normally not awarded for exchanges between two units within the same country. Indeed the aim of the ERS is to promote international research, it follows that mobility is a crucial element in deciding the eligibility of an application. On a case by case basis the ERS may accept applications within the same country if a strong mobility component is given.**

All applications must involve a Home Institute of origin and a receiving Host Institute. **When applying, the applications must already involve an agreement with the hosting/receiving Institute where the fellowship will be carried out. The quality of the selected Host Institute and its adequacy in relation to the suggested research training project are important criteria which will be assessed during the reviewing and selection procedure of applications.**

**Accordingly the allocation of the Fellowship grant is based on a complete and detailed project description (including work plan & timelines) and application files to be submitted by the candidate and the Host Supervisor.**

The project description needs to be worked out with the contribution of all three parties involved (applicant, Home Supervisor, Host Supervisor). In order to ensure that the application carries the endorsement of the Home/Host Supervisor, the latter will need to provide their CV (including supporting grants) and publication list as indicated in the mandatory application files. A statement of the Host Supervisor's interest in the candidate and confirmation that he/she is qualified to carry out the project will be requested. A statement of the Home Supervisor confirming that facilities, funds and resources will be made available to the Fellow upon return in order to enable him/her to conduct research activities/projects back at the Home unit will be requested.

**The start date of the Fellowship cannot be set earlier than August 2010 for applications submitted in April since a granting decision can only be expected on July 2010. For applications submitted in October the start date of the Fellowship cannot be set earlier than January 2011 since a granting decision can only be expected on December 2010. The Fellowships are not granted in retrospect for already fully or partly carried out projects. The research training project should be realistic and one which is feasible to be completed within the projected time frame.**

ERS Short-Term Research Training Fellowships are intended for work periods between 1 and 3 months. **Once the duration has been agreed between the Host and the Home Institute, it should normally not be changed without approval of the ERS.** The research training project outlined in the Fellowship is to be carried out in a continuous time period and may not be split. **The Fellowship is to be carried out in a full time basis (100%) and the Fellows may not be engaged in any paid or salaried activities other than those related to the ERS research project during the course of their Fellowships.** Should the Fellow receive any income (salary, fellowship grant, etc.) from Home and/or Host Institute related to the ERS Fellowship research activities, during the duration of the ERS Fellowship, this income will be deducted from the ERS grant amount. **Fellowships are not granted for undergraduate studies, workshops, courses, lectures, meetings, conferences, congresses, or for visiting institutions without a clear research project to be completed.**

**The implementation of the Fellowship (duration, research project, supervision, location, etc.) should be carried out exclusively as outlined in the submitted Fellowship application and may not be amended.**

**Any event or circumstance which might affect the implementation of the Fellowship or are likely to have an effect on the performance of the Fellowship need to be notified to the ERS at the earliest. Fellowships that are terminated prematurely, must be notified promptly to the ERS and appropriate funds reimbursed.**

ERS Short-Term Research Training Fellowships are intended to provide a reasonable salary adapted to the Fellow's personal situation and to the Host country. The Fellowships cover the actual Fellow's travel only, plus subsistence of the Fellow and any dependents below 16 years. The ERS does not recognize recipients of its Fellowships as agents or employees of the ERS and accepts no liability in respect of any of their actions or activities or in respect to the health or safety of their persons. Therefore it is the Fellow's and Host Supervisor's responsibility to find a mutual agreement on the nature, in terms of status, of the Fellow's appointment during the Fellowship at the Host unit. **The Fellowship is not intended to cover any expenses other than the ones related to the living expenses in the Host country during the stay.**

**The Fellowships may not be financially supplemented by agencies other than the Home or Host Institutes, or the Fellows personally. Therefore they may not run concurrently with other awards, funds, grants, fellowships, etc. during the same time period and in relation with the same project.**

The only financial supplements that are permitted to the Fellow, to be supplied by Home and/or Host Institutes without deduction on the ERS grant amount; are financial aid to cover the Fellow's obligatory health and safety insurances, legal and social security insurances, pension schemes and child support in Home and Host country.

This funding programme is under the responsibility of the ERS Scientific Committee and final decision is the responsibility of the ERS Executive Committee following the recommendations of the Scientific Committee. In order to keep a very high standard of applications, the ERS will strictly enforce the rules for the management of the Fellowships and will ensure the high quality of the work supported. Successful candidates will be recognised through the Association of ERS Fellows ([www.ersnet.org/Association-Fellows](http://www.ersnet.org/Association-Fellows)). Publication of results in the official journals of the society, in particular in the ERJ, is encouraged.

## 2. ERS Fellowship programme 2010

### 2.1 Short-Term Research Training Fellowships (STRTF)

- a. Fellowships are funded by the ERS with the objectives of enabling scientists, investigators and clinicians and allied healthcare professionals, to carry out basic or clinical research projects and to develop, acquire and apply new skills, advanced research procedures and techniques in the area of respiratory medicine through a **1 and up to 3 months work period in a foreign country in Europe** (except for the International Research Training Fellowship, which enables Europe-based scientists to go into a non-European country). At the current level of funding, the ERS Scientific Committee selects about 10 grants annually.
- b. **The proposal should elaborate on how the partnership between the Host and the candidate would take full advantage of the unique facilities, resources, and materials available in their respective Host and Home countries. It should also be indicated how the new techniques will be relevant to the career of the applicant and to research in respiratory medicine in the Home Institute. The initiation or development of collaborative projects between the Host and Home Institutes are encouraged. It is important that the project plan is realistic, i.e. that the research project can be completed within the projected time frame.**
- c. **The ERS will accept applications pending that the candidate can use the newly acquired competences when returning to the Home Country and that the technical research competences to be acquired in the Host Institute are not be available in the Home Institute.**
- d. Candidates should be actively engaged in research that is relevant to respiratory medicine, and have appropriate scientific or medical qualifications. Applicants must be postgraduates holding a university degree in the field of respiratory medicine/science (MD, MSc, PhD) or equivalent. As a minimum requirement applicants need to have graduated with an MD, MSc or equivalent at the time of application. In addition candidates may also be qualified healthcare professionals (non-MD) working in respiratory medicine/health (nurses, physiotherapists, respiratory function technologists, allied respiratory professionals).

- e. The ERS does not apply an upper age-limit on candidates as an eligibility criterion however younger applicants will be prioritized. Candidates must be ERS members in order to be eligible to apply for an ERS Fellowship.
- f. Awards are conditional on the return of the Fellow to the Home Institute at the end of the Fellowship and on the availability of appropriate facilities, resources and funds to apply the newly acquired skills back in the Home unit.
- g. Applications for the continuation of a Short-Term Research Training Fellowship may be submitted and will be considered in competition with other new applications on the basis of scientific merit. Applications for extension will have to be submitted by the official Fellowship deadlines. The Scientific Committee has been rather restrictive with granting extensions as it is thought that successful projects may be supported by other funding available to the Host or Home Supervisor.
- h. Priority will be given to applications in which Home Supervisor and Host Supervisor are members of the ERS.

## ***2.2 Joint Fellowship with the National Society AIMAR***

- a. Fellowships jointly funded by the ERS and national societies are possible in the case of an agreement between the national society and the ERS.
- b. An agreement exists with AIMAR (Italy) for 4 Short-Term Fellowships a year. The candidate may be from Italy going to another European country, or from Europe and overseas going to Italy.
- c. Joint Fellowships follow the same rules and regulation and will undergo the same reviewing and selection process as ERS Fellowships.
- d. Financial support, grant amount settlements and performance obligations of Joint Fellowships will be the same as for ERS Fellowships. The only difference will be in the title and acknowledgment of endorsement that they will need to include (“ERS/AIMAR Joint Fellowship” instead of simply “ERS Fellowship”), consequently the selected applicants will be both ERS Fellows and AIMAR Fellows.
- e. In order for the applicant to show his/her agreement for the application to be selected as a joint Fellowship with the national society AIMAR, the applicant should use the same online application form as for any other ERS Short-Term Fellowship application. The applicant should tick on the box “I accept that my Fellowship is co-funded by AIMAR and carries the title ERS/AIMAR Joint Fellowship”. No additional document is required.
- f. The application will be reviewed by the ERS just as any other application. Applications that have been ranked for support from ERS and are eligible for AIMAR support may become co-funded Fellowships if they are also approved by AIMAR.

## ***2.3 International Short-Term Research Training Fellowships***

- a. **International Research Training Fellowships are designed for Europe-based scientists to work outside Europe, provided that the objectives of the research project are not available or attainable in Europe.**
- b. One International Short-Term Research Training Fellowship can be granted per application deadline.
- c. International Research Training Fellowships follow the same rules and regulation and will undergo the same reviewing and selection process as ERS Fellowships.
- d. **The applicant should however justify in the project description why the research project cannot be completed or attained within a European Institute and why going abroad is essential.**
- e. To apply for an International Research Training Fellowship, the applicant should use the same online application form as for any other ERS Short-Term Research Training Fellowship application and provide justification by ticking the corresponding box and completing the text fields. No additional document is required.

## 3. General Conditions

### 3.1 The ERS STRTF Fellowships

ERS Short-Term Research Training Fellowships:

- a. last from 1 to 3 months; once this duration is set in the application files, it may not be split nor reduced;
- b. require the Host Supervisor to be located in Europe (except for the International Short-Term Research Training Fellowships) and are normally not awarded for exchanges between 2 units within the same country;
- c. **should be started within 1 year from the positive notification date at the latest;**
- d. are granted subject to adequate funds being available;
- e. are not granted for undergraduate studies, workshops, courses, lectures, meetings, conferences, congresses, or for visiting institutions, without a clear research project to be completed.
- f. require an end-of-project report in English and a completed questionnaire, within 3 months of the end of the project from both the Fellow and the Host Supervisor. A short resumé on the Fellowship experience will be requested from the Fellow within 3 months of the end of the project and will be posted on the ERS Website ([www.ersnet.org/Association-Fellows](http://www.ersnet.org/Association-Fellows)). Following this condition, Fellows will automatically become members of the Association of ERS Fellows and are encouraged to attend the Fellows' Lunchtime Session organized at the ERS Annual Congress;
- g. **are not intended to run concurrently with other awards, even those funded by other agencies;**
- h. **are not granted in retrospect for already fully or partly carried out projects;**
- i. **their duration may not be split nor reduced and the outlined project may not be amended once the applications are submitted;**
- j. **may not be financially supplemented by agencies other than the Home or Host Institutes, or the Fellows personally;**
- k. do not guarantee any tax issue that may arise either in the Home or in the Host country and any taxes imposed are to come out of the Fellowship award;
- l. that are interrupted or affected by any event or circumstance which may amend their implementation or performance as foreseen in the application files, need to be notified to the ERS at the earliest opportunity.
- m. **that are terminated prematurely, must be notified promptly to the ERS and appropriate funds reimbursed.**

### 3.2 Applications

Applications:

- a. **and all supporting documents must be submitted online ([www.ersnet.org/Fellowships](http://www.ersnet.org/Fellowships)) and in English;**
- b. **must be received by the ERS office by the application closing dates (normally April 1 and October 1);** they are accepted and processed twice a year;
- c. **start dates of the ERS Fellowships should be set after August for applications submitted in April and after January next year for applications submitted in October, since a granting decision can only be expected in July and December the year of the application, respectively;**
- d. will be acknowledged in due time and candidates advised if items are missing;
- e. having been rejected may be resubmitted and should where possible be improved;
- f. should not be too closely similar to a previously granted ERS Fellowship; the new benefits to be gained through a seemingly related application should be clearly highlighted in the project description;
- g. for continuation of a second year Short-Term Research Training Fellowship or Long-Term Research Fellowship, should briefly inform the ERS about the success of the earlier Fellowship and should clearly mention the new skills/techniques/results to be acquired and should focus on the new benefits to be achieved;
- h. should normally specify only one Institute as Host unit and only one project title. It is the responsibility of the Fellow to find a Host Supervisor willing to Host him/her and to find an adequate project description (ERS does not prospect for these).

### 3.3 Candidates

Candidates:

- a. must be ERS members, they must possess appropriate professional qualifications and experience according to the specific Fellowship applied for;
- b. must be currently engaged in pulmonary research or clinical pulmonary practice;
- c. **for Short-Term Research Training Fellowships must have a clear formal connection/link to the Home Institute where they are required to return at the end of the Fellowship. This connection will be testified in the Home Supervisor's release form.**
- d. must select a Host laboratory in Europe (except for International Short-Term Research Training Fellowships);
- e. must have adequate fluency in a language that permits effective communication at the Host Institute;
- f. may submit applications for only one ERS Fellowship proposal at any application round;
- g. who have already carried out an ERS Fellowship in the past may apply for new ERS Fellowships only if they are members of the Association of ERS Fellows (subject to the compulsory requirement that Fellows have provided the ERS with the requested follow-up reports at the end of their Fellowship).

### 3.4 Selection

- a. The selection of candidates for an ERS Fellowship will focus on the scientific merits of the researcher/clinician and is made on the basis of expert evaluation of the application and the proposed work as set out by the candidates in the project description and application files.
- b. Applications will be reviewed by the ERS Evaluation Committee selected by the ERS Scientific Committee. Each application will be graded by a panel of at least 5 experts who are selected by the Research Director as being experienced in their respective fields and none of whom have any conflicts of interest.
- c. **The reviewers are required to judge the quality of the candidate, the Host Supervisor/Institute and the research training project. Reviewers also assess the projected benefits to the Home Institute of the candidate, to the candidate's career and the added value to research.**
- d. **Expert reviewers are asked to grade the Short-Term Research Training Fellowship applications according to the following criteria:**
  1. Scientific quality and relevance of the project
  2. Likelihood that the candidate has merits that are suitable to carry out the project
  3. Likelihood of project completion within the duration specified in the project (1 to 3 months)
  4. Suitability of the Host Institute for this project
  5. Value of the project for the Home Institute
  6. Value of the mobility component**Criterion No 3, the realism of concluding the project within the given time period (1-3 months) is particularly important.**
- e. The expert reviewers are asked to grade each individual criterion of the candidate's application using the following grading and their meanings:
  - 5 – Excellent, should be funded with highest priority
  - 4 – Very good, should be funded
  - 3 – Good, could be funded with lesser priority
  - 2 – Average, probably not funded
  - 1 – Poor, should not be funded.An average grade for all criteria is then calculated and will provide the overall score used by the Evaluation Committee as an aid for the final ranking of the applications.

- f. The final decision on candidates' selection for an ERS Fellowship is based foremost on the external reviewers' comments and the calculated overall average score; it is made by the ERS Executive Committee following the recommendation of the ERS Scientific Committee.
- g. No distinction will be made between candidates on the basis of gender, ethnic origin, sexual orientation, religious or political beliefs.
- h. The assessments are strictly confidential and cannot be divulged outside the ERS, or to the candidates themselves.
- i. The decisions are final and appeals are not considered unless formal mistakes have been made by the ERS.

### **3.5 Requirements for Host Institutes & ERS Fellows**

#### **Host Institutes:**

Will be requested to ensure the fulfillment of both practical and scientific aspects which are relevant in the beginning (housing, safety), during the completion (regular meetings, evaluations) and at the end/during the follow-up of the Fellowship.

- a. The Host Supervisor will be required, before the beginning of the project, to confirm in writing that he/she is prepared to receive the Fellow and to provide the necessary facilities to carry out the research. Written confirmation by the Host should include a starting date of the Fellowship, and a confirmation of the Host Institute's responsibilities which include availability of laboratory and office space; ability to conduct the projected research; and verification that health & safety issues are taken care of. The Host will also be asked to assist the Fellow in housing and other practical issues (e.g. he/she will be directed to the university's housing department).
- b. An important aspect of this written confirmation will be that the Host is requested to assign named persons as scientific and administrative mentors for the Fellow. The first one being responsible for the scientific part of the Fellow's project, whereas the second mentor will be responsible for coaching the Fellow in all matters related to visa requirements, registration with the university, opening a bank account, housing, finding appropriate schools for the Fellow's children, etc.
- c. The ERS expects from the Host Supervisor a report and a completed questionnaire, on what has been done and achieved at the end of the Fellowship.

#### **ERS Fellows:**

- d. The ERS will at the beginning of the Fellowship write to the Fellow to ensure that all practical matters have been taken care of, and that the Fellow has optimal starting conditions. If there are any problems, the Fellow has the possibility of reporting these to the ERS, who in such cases will contact the Host in order to try to solve the problems. In extreme circumstances the ERS may decide to prematurely terminate the Fellowship.
- e. Fellowships require an end-of-project report (administrative & scientific), a completed questionnaire and a short resumé on the fellowship experience in English within 3 months of the end of the project. The resumé will be posted on the ERS Website ([www.ersnet.org/Association-Fellows](http://www.ersnet.org/Association-Fellows)).

### 3.6 Grant amounts

- a. Grants are funded according to the personal (number of children under 16 years of age) and professional circumstances of the Fellow and the Host country. The ERS subsistence rates are based on those published by the European Molecular Biology Organisation (EMBO) [www.embo.org](http://www.embo.org). (see Table 1).

The Fellowship does not provide the travel costs for the Fellow's family. **The grant amounts are indicated per month in EURO (depending on the Host country), for a Fellow not receiving any other sources of income (salary, funding, travel grant, etc.).**

**If the applicant is already at the receiving Institute or in the Host country, the travel flat rate is not granted.** A one off travel flat rate of €200 will be granted for distances between Host and Home unit below 5,000km. For distances above 5,000km the one off travel flat rate will be €700.

Please note that the total ERS grant amount should cover travel and accommodation costs and provide enough money to live on during the Fellowship. Therefore only subsistence rates are supported by the ERS grant. **The ERS Fellowship is not intended to cover any expenses other than the ones related to the living expenses in the Host country during the stay.**

**The standard calculation foresees deducting from the ERS monthly subsistence rate the monthly salary of the Fellow should he/she still be receiving income from the Home/Host Institutes during his/her Fellowship.** Whether the amount is transferrable to the Host country or not, is not a determining factor in the calculation. When a salary is provided during the Fellowship, the ERS considers that the Fellow already has a source of funding while completing the Fellowship. Most Fellows do not receive any salary during their leave from the Home unit and it is their responsibility to manage expenses in their Home country (rent, etc.). **The grant amount is set in order to enable the stay in the Host country only.**

**A fixed amount per Fellow is calculated for their Fellowship and is set as an ERS Grant amount at the beginning of the research training project. The Fellowship provides the recipient with a subsistence allowance to cover the Fellow's living costs and a flat rate for travelling expenses to the host Institute.** The ERS does not provide the Fellows with bench fees, any other contribution to the costs of the research or any other financial support to the social security and safety schemes during the Fellowship.

Table 1

	Austria	Belgium	Denmark	Finland	France	Germany	Ireland
<b>fellow</b>	2711	2384	2697	2276	2382	2677	2690
<b>for each dependent</b>	275	234	272	239	243	272	244
<b>currency</b>	EURO	EURO	EURO	EURO	EURO	EURO	EURO

  

	Italy	Netherlands	Sweden	Switzerland	UK	USA	Others
<b>fellow</b>	2669	2499	2300	3200	2500	2347	Approx. 2200
<b>for each dependent</b>	264	253	257	358	297	230	Approx. 220
<b>currency</b>	EURO	EURO	EURO	EURO	EURO	EURO	EURO

- b. Short-Term Research Training Fellowships (STRTF) may last 1 up to 3 months. However, the Scientific Committee reserves the right to reduce this period depending on the content of the submitted project.

- c. **In order to avoid duplication of expenditure**, particularly with national sources, it is a condition of any award by the ERS that a full declaration be made to the organization of all other grants, awards and contributions applied for towards the same travel and subsistence expenditures. **Continuation in whole or in part of existing salary and income** must also be declared. It will be separately considered by the ERS in the light of any explanations furnished by the fellow of the necessity of continuing expenses not connected with the ERS fellowship. **The ERS will usually reduce its normal financial intervention by a corresponding sum or, where appropriate, annul it entirely.**
- d. The financial supplements that are permitted to Fellows, to be supplied with by Home and/or Host Institutes without deduction on the ERS grant amount; are financial aid to cover the Fellows' obligatory health and safety insurances, legal and social security insurances, pension schemes and child support in Home and Host country.
- e. ERS Fellows are encouraged to engage in teaching, discussion and similar activities of the institution they visit. **They may not, however, engage in any paid or salaried activities, which are not related to the ERS research training project, during the course of their Fellowships.**
- f. **The Fellowships may not be financially supplemented by agencies other than the Home or Host Institutes, or the Fellows personally. Therefore they may not run concurrently with other awards, funds, grants, fellowships, etc. during the same time period and related project.**
- g. ERS Fellows are not insured by the ERS against medical expenses for themselves or their families; neither are they insured for accidents during their travel to and from the Host Institution. **The ERS does not recognize recipients of its Fellowships as agents or employees of the ERS and accepts no liability in respect of any of their actions or activities or in respect to the health or safety of their persons.** In their own interest, recipients of Fellowships are, therefore, urged to make sure that they, their families and the institutions which receive them, are fully covered by the necessary insurances. **It is the sole responsibility of the recipient of an award to ensure that he/she is covered under a social security scheme providing protection at least equivalent to those of local researchers holding a similar position.**
- h. The ERS is a non-governmental international 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 him/her by the appropriate national authority. The ERS is not responsible for any tax issue that may arise either in the Home or in the Host country and any taxes have to come out of the Fellowship award.
- i. **The subsistence rates mentioned under point 3.6 (Table 1) are indicative and subject to change.** The subsistence rates depend on the available yearly ERS Fellowship budget and are also subject to variable inflation, exchange rates and the cost of living in the Host country.

### **3.7 ERS follow-up reports**

- a. Once the Fellow has completed the Fellowship, both the Fellow and the Host Supervisor are expected to submit within 3 months of the end of the Fellowship an administrative and scientific end-of-project report and a completed ERS Fellowship questionnaire. The Fellow only will also be requested to submit a short resumé on the Fellowship experience to be posted on the ERS website.
- b. Both the Fellow and the Host Supervisor will be requested, to separately provide two years and five years after the end of the Fellowship, a completed questionnaire and a report on any outcomes related to the Fellowship (career opportunities, papers published, grants & awards received, patents, etc.)
- c. Both the Fellow and Host Supervisor will ensure that any publication or outcome related to the Fellowship will acknowledge the ERS support.
- d. Both the Fellow and Host Supervisor will record and update the ERS on any publication activity and other outcome resulting from the Fellowship, within two months of the said publication being made public.

### **3.8 Association of ERS Fellows**

- e. Upon submission of a satisfactory end-of-project report, which must carry the endorsement of the Host Supervisor, Fellows are eligible to join the Association of ERS Fellows. This Association brings together the exclusive group of ERS Fellows who, after an international evaluation process, were selected from a large number of candidates to receive ERS Fellowships.
- f. The Association of ERS Fellows directory provides a unique and invaluable resource of addresses, current professional activities, Fellowship subjects and Host Institutes. It permits members to identify and contact colleagues. It may also serve as a useful recruitment pool. New Fellows who work in developing countries or in Eastern Europe may benefit from a 1-year ERS full membership.
- g. The resumé will be posted on the ERS website (please refer to point 3.1, f). Fellows will automatically become members of the Association of ERS Fellows. ERS office will contact Fellows on a regular basis in order to update their profile on the website.
- h. ERS Fellows are encouraged to attend the Fellows' Lunchtime Session organised at the ERS Annual Congress.

**Any infringement of these conditions will result in the withdrawal of an application from the selection process or the cancellation of an award already made.**

## **4. Guidelines for completing an ERS Fellowship application**

### **4.1 Proposed start and finish dates of your project**

- a. These dates should fall within the specified duration of the Fellowship you have applied for. They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa and passport formalities. **The start date should be set after August 2010, since a granting decision can only be expected in July 2010 for the STRTF submitted in April. For the STRTF submitted in October the start date should be set after January 2011, since a granting decision can only be expected in December 2010. The Fellowship needs to be started within 1 year of the notification date at the latest.**
- b.
- c. You can usually expect a decision as from the second week of July for the STRTF submitted in April and as from the second week of December for the STRTF submitted in October.

### **4.2 Application process and documents for STRTF**

- a. Applications and all supporting documents must be submitted in English and online by using the following link [www.ersnet.org/Fellowships](http://www.ersnet.org/Fellowships). **Submission closing dates for applications are April 1 and October 1, 2010.**
- b. **Application files to be uploaded online:**
  1. Candidate's short curriculum vitae (2 pages max)
  2. Candidate's list of publications, sorted in the following order: 1/ original peer-reviewed papers, 2/ review articles and 3/ any other relevant publication (e.g. meeting abstract with relevance to application)
  3. Project description (5 pages max) including references
  4. Host Supervisor's short curriculum vitae (2 pages max, including major supporting grants in the 5 past years)
  5. Host Supervisor's list of publications, with the 10 most important/relevant for this application listed first (abstracts should not be included)
  6. Home Supervisor's short curriculum vitae (2 pages max, including major supporting grants in the 5 past years)
  7. Home Supervisor's list of publications, with the 10 most important/relevant for this application listed first (abstracts should not be included)

- c. **Supporting documents to be downloaded online and to be sent to the Home/Host Supervisor for completion. Please request that your Host/Home Supervisor completes the form, provides his/her mandatory signature and then return it back to you (scanned pdf/jpeg or word with electronic signature) with his/her mandatory supporting documents. After which, please upload your Home/Host form and their supporting documents online.**
- Home Supervisor's signed release form
  - Host Supervisor's signed acceptance form
- d. **Supporting documents to be uploaded online. These documents can be provided within two weeks after the application deadline (meanwhile please upload blank files in the online fields).**
- Statement on salary status during the ERS Fellowship by the Host supervisor
  - Statement on salary status during the ERS Fellowship by the Home supervisor
  - ID digital photo in high resolution (300 dpi)
  - Scanned copy of candidate's highest degree (PhD, MD, MSc, etc.)
  - Scanned copies of children's (under 16 years of age) birth certificates or candidate's family record book

### **4.3 Project description**

**This is the most important component of your application.** It should be prepared by yourself and have the approval of your Home and Host Supervisors, as they will indicate it in their respective forms.

**The description must not exceed 5 pages (font size 12pts Times Roman or Arial) including references:**

- **The first page should be a summary of the project** addressing its aim in one sentence, then the work-plan, the reasons for selecting the Host, the value of the project for the Home Institute and the value of the project for your career.
- **The next four pages** may be used to expand on these factors and in particular to provide the scientific rationale for the project with key references. It is critical that the work-plan is clear and supports the fact that the project may be concluded within the projected time frame (1 to 3 months). **It is also important to provide evidence that facilities are available upon return to continue the work and/or to apply and disseminate the newly acquired research skills.**

### **4.4 Home & Host Supervisors**

- a. Your **Home Supervisor** needs to provide the ERS with a signed Form, which you can download from the online application system. Therefore you should send the form to your Home Supervisor in order for him/her to complete and sign it. Your **Home Supervisor's Release Form** should authorize your leave of absence during the planned project period and indicate that, if successful, a position will be open to you upon completion of the Fellowship. It should also confirm the relevance of and support of your proposed work. It should attest your proficiency in the working language at the proposed Host Institute. A statement confirming that facilities, funds and resources will be made available to the Fellow upon return, in order to enable him/her to conduct research activities/projects back at the Home unit will be required. The Home Supervisor will be requested **to return the form to you, with supporting documents, which include the Home Supervisor's CV and list of publications, as well as a statement on the candidate's salary status during the ERS Fellowship.**
- b. Your **Host Supervisor** needs to provide the ERS with a signed **Host Supervisor's Acceptance Form**, which you can download from the online application system. Therefore you should send the form to your Host in order for him/her to complete and sign it. Your **Host Supervisor's Acceptance Form** should confirm that operational funds, facilities and resources are available for the project. It should also attest the Host Supervisor's commitment to the research project as outlined in the application and provide recommendation for the candidate. The Host Supervisor will be requested **to return the form to you with supporting documents, which include the Host Supervisor's CV and list of publications, as well as a statement on the candidate's salary status during the ERS Fellowship.**