



# ERS Visiting Professorships Rules & Regulations 2010

## 1. Aims and expectations

The ERS is funding Visiting Professorships with the aims of stimulating the spread of knowledge, techniques and new ideas in respiratory medicine in Europe:

- The grant will support a short-time visit of a senior scientist or clinician in an institution that is seeking to develop new areas of research and/or clinical expertise.
- The Visiting Professor should provide a clear scientific and educational benefit for the Host Institute.

**The Visiting Professorship is accordingly intended to be carried out by an established senior academic and aims to support the transfer of knowledge to the receiving Host Unit. The task of the Visiting Professor is to share advanced experience and expertise with the Host Institute.**

It is a mandatory requirement that the project/programme of the Visiting Professorship includes major “research components”. Accordingly, the Visit should lead to research activities and developments during and after the Visiting Professorship. **The Visiting Professorships are not granted for purely clinical and educational teaching activities.**

Since the Visiting Professorship aims to foster research dissemination and developments of relevance in respiratory medicine benefitting the receiving Host Institution, it is a restrictive condition that the transmitted knowledge and know-how is not already available in the Host Institution.

**This prestigious programme is not intended for the Visiting Professor to acquire new skills or techniques but to share advanced competences with the Host Unit. The Visiting Professors should therefore be well-established experts or senior professors. They are expected to present an outstanding track record in their career and to be of high international ranking in their respective fields.**

All applications must be initiated and submitted by a Host Coordinator representing the receiving Host Institute, which invites and receives the Visiting Professor for a short period of time. It is the Host Coordinator’s responsibility to contact a Visiting Professor candidate in adequacy with the Host Institution’s needs and to work out the Visit’s programme with the contribution of the selected Visiting Professor.

Thus, when applying, the applications must already involve an agreement with the suggested Visiting Professor. The ERS will support the Visit at the Host Unit, by providing the selected Visiting Professor with a subsistence allowance to cover the living costs and travelling expenses to the Host Institution, in which the Professorship will be carried out.

ERS Visiting Professorships 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.

**The Host Coordinator and the Visiting Professor candidate must have been ERS members for at least one year, in order to be entitled to apply for an ERS Visiting Professorship. The ERS does not apply a lower age-limit on Visiting Professor candidates as an eligibility criterion.**

**The programme is open to both Europeans and non-Europeans. The Host Institutions must however be in Europe.**

The allocation of the Visiting Professorship grant is based on a complete and detailed project description (including work plan & timelines) and application files to be submitted by the Host Coordinator and the suggested Visiting Professor.

The start date of the Professorship cannot be set earlier than August 2010 for applications submitted in April since a granting decision can only be expected in July 2010. For applications submitted in October the start date of the Professorship cannot be set earlier than January 2011 since a granting decision can only be expected in December 2010. The Professorships are not granted in retrospect for already fully or partly carried out projects.

## **2. ERS Visiting Professorship programme 2010**

### **2.1 Visiting Professorships (VP)**

- a. The Visiting Professorship is funded by the ERS with the objectives of enabling distinguished senior investigators and clinicians, who are in the established stages of their careers, to conduct exchange visits to laboratories, hospitals and university departments, research centres, clinical centres, in order to promote co-operation in the field of respiratory medicine for both basic and clinical research and training.
- b. **The proposal should clearly indicate how the Host Institute will benefit from the Visiting Professorship. The period of the Visit is expected to be at least one week but no more than one month, in a foreign country in Europe.**
- c. The proposal should elaborate on how the partnership between the Host Institute and the Visiting Professor candidate will be developed to take full advantage of the facilities, faculty, resources, and materials available in their respective countries.
- d. **The application must clearly describe which activities are planned and why these are suggested. The programme of the Visit must be clearly outlined.**

Examples of intended activities are:

- Formal lectures by the Visiting Professor
  - Seminars with the Visiting Professor as discussant/reviewer
  - Coaching of research fellows, in groups and individually
  - Round-table discussions of specific research issues
  - Demonstration and implementation of specific techniques
  - Performance of specific experiments or analysis of data sets
  - Advise to the Host Coordinator on how to develop research programmes and funding
  - Strategic review of other activities in respiratory medicine at the Host Institution
  - Participation in clinical rounds
  - Planning of new long-term collaborations and exchanges of e.g. fellows from the Host Institution to the suggested Visiting Professor's Unit
- e. **The Host Coordinator and the Visiting Professor candidate must have been ERS members for at least one year and can be European based or extra-European based without restrictions. The Host institution must however be in Europe.**

## 3. General Conditions

The European Respiratory Society (ERS) offers for the year 2010 the Visiting Professorship to a distinguished senior professional actively engaged in clinical or basic research in respiratory medicine and clinical pulmonary practice.

### 3.1 The ERS Visiting Professorships

- a. require that the Host Institution is located in Europe and that the Host Coordinator has been an ERS member for at least one year;
- b. are not intended to run concurrently with other awards, even those funded by other agencies;
- c. may not be financially supplemented by agencies other than the Visiting Professor's or the Host Coordinator's Institutions;
- d. require an administrative and scientific end-of-project report and a completed questionnaire in English, to be provided by the Visiting Professor and the Host Coordinator, within 3 months of the end of the Visit. A short resumé on the Professorship experience will be requested by the Visiting Professor to be posted on the ERS Website;
- e. are granted subject to adequate funds being available;
- f. do not guarantee any tax issue that may arise either in the home or in the host country and any taxes have to come out of the Visiting Professor award;
- g. **are not granted in retrospect for already fully or partly carried out projects;**
- h. 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;
- i. **that are terminated prematurely, must be notified promptly to the ERS and appropriate funds reimbursed.**

### 3.2 Applications

- a. and all supporting documents must be submitted in English through the online application system by using by using the following link: [www.ersnet.org/visiting-professorships](http://www.ersnet.org/visiting-professorships). **Submission closing dates for applications are normally April 1 and October 1, 2010;**
- b. imply that the Host Coordinator makes contact with a Visiting Professor candidate of his/her choice, who will collaborate on the Visit's programme/project; therefore an agreement between the Host Coordinator and the suggested Visiting Professor must be present when applying;
- c. are submitted by the Host Coordinator at the receiving Host Institution and are accompanied by the Host Coordinator's Application Form, the Visiting Professor Candidate's Agreement Form and their supporting documents;
  - a. require the inviting Host Institution to be located in Europe;
  - d. should specify only one institution as the Host Unit, however a programme that involves collaboration between several centres in one country is acceptable;
  - e. are accepted for only one Visiting Professorship proposal at any application round;
  - f. will be acknowledged promptly and candidates advised if items are missing;
  - g. having been rejected may be resubmitted and should where possible be improved;

### 3.3 The Visiting Professor candidates

- b. must have been ERS members for at least one year;
- c. must be active researchers or clinicians who possess appropriate professional qualifications and experience according to the suggested work programme;
- d. must collaborate and agree to the programme/project suggested by the inviting Host Institution;
- e. can be European based or extra-European based without restrictions;
- f. **which are selected will be named ERS Visiting Professors. This title should be advertised in all activities that are part of the ERS funded Visit, and acknowledged in publications and other outcomes that may result from the Visit.**

### 3.4 Selection

In order to keep a very high standard of applications, the ERS will strictly enforce the rules for the management of the Visiting Professorship and will ensure the high quality of the work supported. The selection of Visiting Professorships is based on a highly competitive reviewing process.

The Visiting Professorship is under the responsibility of the ERS Scientific Committee which will review and evaluate the suggested programme/project with the aid of the ERS Evaluation Committee. The procedure is briefly summarised below:

- a. Applications go to the office and then to the Research Director who assigns all the applications to a panel of at least 5 experts for peer review, being experienced in their respective fields and none of whom have any conflicts of interest.
- b. The ERS Evaluation Committee will rank all applications and the ERS Scientific Committee will prepare a proposal for the Executive Committee on the order of priority for funding.
- c. The Executive Committee will make the final decision on funding, depending on the availability of resources for this specific programme.
- d. No distinction will be made between candidates on the basis of gender, ethnic origin, religious or political beliefs.
- e. The assessments are strictly confidential and cannot be divulged outside the ERS, or to the candidates themselves.
- f. The decisions are final and appeals are not considered unless formal mistakes have been made by the ERS.
- g. The decisions are usually made within three months time after submission of the application.
- h. The selection of an ERS Visiting Professorship is made on the basis scientific and expert evaluation of the application and the proposed work as set out by the Host Coordinator and the Visiting Professor candidate in the project description and application files.
- i. **Reviewers are required to judge the quality of the Visiting Professorship candidate, the quality of the Host Institute and the projected benefits that will be gained through the Visit. Reviewers also assess the added value to research and to clinical developments of the project/programme.**

The expert reviewers are asked to grade the Visiting Professorship applications according to the following criteria:

1. Scientific quality and relevance of the project/programme
  2. Likelihood that the Visiting Professor candidate has merits that are suitable for the project
  3. Likelihood of the project/programme completion within the Visit's duration specified in the project (1 week to 1 month)
  4. Quality and suitability of the Host Institute for this project
  5. Scientific and educational value of the Visit for the Host Institute
  6. Value of the mobility component
- j. Expert reviewers are asked to grade each individual criterion of the 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.

### **3.5 Award**

The total allowance is calculated on a fixed basis for each awardee, regardless of the type of accommodation selected, real costs of life and travel. No expense receipts will be requested. No additional costs will be considered. Allowances up to a maximum of 31 days will be considered:

Travel allowance	€800 (in total)
Accommodation / meals allowance	€250 (fixed amount per day of stay and travel)

The per diem accommodation/meals allowance will also be provided for the days the candidates travels to and from the Host Institution. The total allowed amount will be transferred to the awardees one month before the Visit. In case the Visit has not occurred within 6 months, the funds should be returned to the ERS.

### **3.6 ERS follow-up reports**

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

**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 Visiting Professorship application**

### **4.1 Proposed start and finish dates of the Visit**

- a. These dates should fall within the specified duration of the Visiting Professorship which the Host Coordinator and Visiting Professor have applied for. They should allow sufficient time after the expected date of the funding decision for the Visiting Professor to complete travel, visa and passport formalities. Visits up to a maximum of one month will be considered.
- b. **The start date should be set after August 2010, since a granting decision can only be expected in July 2010 for the Visiting Professorship submitted in April. For the Visiting Professorship submitted in October the start date should be set after January 2011, since a granting decision can only be expected in December 2010. The Visiting Professorship needs to be started within 1 year of the notification date at the latest.**
- c. Decision for the Visiting Professorship is taken within 90 days after submission closing dates (application closing dates are normally April 1 and October 1, 2010).

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

- a. Applications are submitted by the Host Institution, which suggests and invites a Visiting Professor Candidate. The project is developed together with the suggested Visiting Professor. **Submission closing dates for applications are normally April 1 and October 1, 2010.**
- b. Submission is to be made online by the Host Coordinator by completing the application form under the following link: [www.ersnet.org/visiting-professorships](http://www.ersnet.org/visiting-professorships). It is accompanied with supporting documents from both the Host Coordinator and the Visiting Professor candidate.
- c. **Application files to be uploaded online:**
  1. Project description, 5 pages max. including references (font size 12pts Times Roman /Arial)
  2. Host Coordinator's short curriculum vitae (2 pages maximum)
  3. Host Coordinator's list of publications (with the 10 most significant original publications listed first, abstracts should not be included)
  4. Invited Visiting Professor's short curriculum vitae (2 pages maximum)
  5. Invited Visiting Professor's list of publications (with the 10 most significant original publications listed first, abstracts should not be included)
  6. Invited Visiting Professor's photo (in high resolution: > 300 dpi, portrait, identity-type format)
- d. **Supporting documents to be downloaded online to be then uploaded in the online system.**
  - Host Coordinator Application Form:  
to be completed by the Host Coordinator applying online with the mandatory signature. Please then upload the Host Coordinator form and the application files online.
  - Visiting Professor Candidate Agreement Form:  
to be sent to the suggested Visiting Professor for completion. Please request that he/she completes the form, provides his/her mandatory signature and sends it back to you with his/her mandatory supporting documents. Please then upload the Visiting Professor's form and the supporting documents online.
- e. **Optional documents.**

If the evaluation of the proposal requires additional background, such material may be submitted by email at [fellowships@ersnet.org](mailto:fellowships@ersnet.org) in electronic format.

## **4.3 Project description**

**This is together with the merits of the suggested Visiting Professor the most important component of the application.** It should be prepared by the Host Coordinator together with the suggested Visiting Professor, 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 synopsis of the project/programme which is planned for the Visit,** addressing its aim in one sentence, then listing the activities which are planned (Visit's work-plan), addressing the reasons for selecting the Visiting Professor and the value of the project/programme for the Host Institution. **It must be made clear why this person is selected as Visiting Professor, what the benefits are to the Host Institution and if there are plans for continued collaboration following the Visit.**
- **The next four pages** may be used to expand on these factors and in particular to provide the scientific rationale for the project/programme addressing research activities and developments during the Visit, as well as scientific and educational benefits during and after the Visit. It is critical that the Visit's work-plan is clear and supports the fact that the project/programme may be concluded within the projected time frame (1 week to 1 month).

#### **4.4 Host Coordinator & Visiting Professor candidate**

- a. The **Host Coordinator** needs to provide a signed Form, which can be downloaded from the online application system in order to complete and sign it. The **Home Coordinator's Application Form** enables the Host Coordinator to confirm with his/her signature that the programme description has been developed in collaboration with the suggested Visiting Professor. It should attest the Visiting Professor candidate's proficiency in the working language at the receiving Host Institute. A statement confirming that the Host Institution accepts to provide the necessary administrative support, facilities and resources which are required for the Visit will be required. **The Host Coordinator will be requested to then upload the form online, with the application files, which include the Host Coordinator's CV and list of publications, as well as the project description.**
- b. The **Visiting Professor candidate** needs to provide a signed **Visiting Professor Candidate Agreement Form**, with his/her supporting documents to the Host Coordinator. The latter will while applying online, download the form from the online application system and send it to the **Visiting Professor candidate** in order for him/her to complete and sign it. The form should confirm willingness and commitment to conduct the project as outlined in the application. This includes confirmation that the Visiting Professor candidate will be able to obtain a leave of absence from the employer, if successful. **Upon receipt of the Visiting Professor's form, with his/her supporting documents, which include the Visiting Professor's CV, list of publications and digital ID photo, the Host Coordinator will then need to upload them online.**