



European Respiratory  
Society

# ERS Long-Term Research Fellowships 2010

## Rules & Regulations

### 1. Aims and expectations

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

- Promoting science, research and training techniques in research, in the field of respiratory medicine and science in Europe;
- Supporting the exchange in Europe of scientists/investigators as well as clinicians actively involved in respiratory medicine;
- Contributing to the diffusion and implementation of new techniques in Europe and internationally.
- Highlighting and stimulating postgraduate and doctoral career opportunities in the area of respiratory research in Europe, as well as stimulating career opportunities for allied healthcare professionals.

ERS Long-Term Research Fellowships are established to advance respiratory medicine and science by helping scientists and clinicians **to visit another research laboratory or clinical unit with a view to applying a research technique not available in the Home unit.** ERS Long-Term Research 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, innovate a clinical technique, set up a clinical unit).

**Candidates must be ERS members in order to be entitled to apply for an ERS Long-Term Research 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; unfortunately the ERS is not yet in a position to suggest Host institutes. ERS Fellowships are not awarded for exchanges between 2 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.**

The return of the Fellow to the Home institute at the end of the Fellowship is encouraged; the goal being to apply the acquired skills. Such a knowledge transfer as well as availability of appropriate facilities and resources in the Home institute, to apply and implement the newly acquired skills, will increase priority.

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 in Europe where the fellowship will be carried out.** The quality of the selected Host institute and its adequacy in relation to the suggested research 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 protocol & 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) and will carry their three signatures. In order to ensure that the application carries the endorsement of the Host supervisor, the latter will need to provide his CV, as well as the publication and grants list, within the mandatory application files. A statement of the Host supervisors' interest in the candidate and confirmation that he/she is qualified to carry out the project will be requested.

The start date of the Fellowship can not be set earlier than July 2010 since a granting decision can only be expected on May 2010. The Fellowships are not granted in retrospect for already fully or partly carried out projects. The research project should be realistic and one which is feasible to be completed within the given time period.

ERS Long-Term Research Fellowships last between 6 to 12 months exactly and **once their duration has been set in the application files, it may not be further reduced.** The research 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 the ones 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 basic training, workshops, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutions.**

**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 ERS and appropriate funds reimbursed.**

ERS Long-Term Research 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 with 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 Scientific Committee and the final decision is the responsibility of the 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 Long-Term Research Fellowships (LTRF)

- a. The Fellowships are funded by the ERS with the objectives of enabling scientists, investigators, 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 **6 and up to 12 months work period in a foreign country in Europe** (except for the International Research Fellowship, which enables Europe-based scientists only to go into a non-European country). The Scientific Committee selects 8 to 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 indicate how the new techniques will be relevant to the curriculum of the applicant and to the current medical status in the candidate's country. The initiation or development of collaborative projects between the Host and Home institutes are encouraged.
- c. Candidates should be actively engaged in respiratory research/science/practice, with 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).
- d. 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.
- e. Awards are conditional on the availability of appropriate facilities and resources to apply the newly acquired skills. The return of the Fellow to the Home institute at the end of the Fellowship is encouraged. Therefore preference will be given to Fellows who will be able to apply their skill back in their Home institute.
- f. Application for the continuation of a second year of Fellowship or a Short-Term Fellowship can be submitted and will be considered as new application on the basis of scientific merit. They will undergo a new selection procedure and no guarantee for funding is available. Applications will have to be submitted by the official Fellowship application deadlines.
- a. ERS Fellowships can also be used as an extension of previous support from other sources. Candidates who are already in the Host institute at the time of application will also be considered as long as the Fellowship is intended to support exchange, by going back to the Home institute.
- g. Priority will be given to applications in which Home supervisor and/or Host supervisor are members of the ERS.

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

- 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 SEPAR (Spain) for 1 Long-Term Research Fellowship a year. The candidate may be from Spain going to another European country, or from Europe and overseas going to Spain.
- 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/SEPAR Joint Fellowship' instead of simply 'ERS Fellowship'), consequently the applicants will be both ERS Fellows and SEPAR 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 SEPAR, the applicant should use the same online application form as for any other ERS Long-Term Research Fellowship application. The applicant should tick on the box "I accept that my Fellowship is co-funded by SEPAR and carries the title ERS/SEPAR Joint Fellowship". No additional document is required.
- f. The application will be reviewed by the ERS just as any other application. Once the application has been selected and approved, the ERS sends a copy of the selected application and review files to SEPAR.
- g. The national society will consider the application and, if interested in selecting and co-funding, will notify the ERS. Consequently, if also approved by SEPAR, the candidate will be selected for the joint Fellowship.
- h. In case the candidate does not succeed for the joint Fellowship, he/she will be granted a standard ERS Fellowship.

## **2.3 International Long-Term Research Fellowships**

- a. **International Research 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 Long-Term Research Fellowship can be granted per calendar year.
- c. International Research 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 why the research project cannot be completed or attained within a European institute and why going abroad is essential.**
- d. To apply for an International Research Fellowship, the applicant should use the same online application form as for any other ERS Long-Term Research Fellowship application and provide justification by ticking the corresponding box and completing the text field. No additional document is required.

# **3. General Conditions**

## **3.1 The ERS LTR Fellowships**

ERS Long-Term Research Fellowships:

- a. last from 6 to 12 months; once this duration is set in the application files, it may not be split nor reduced;
- a. require the Host supervisor to be located in Europe (except for the International Long-Term Research Fellowships) and are not awarded for exchanges between 2 units within the same country;
- b. **should be started within 1 year from the positive notification date at the latest;**

- c. are granted subject to adequate funds being available;
- d. are not granted for basic training, workshops, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutions;
- e. lasting 12 months require an interim (or mid-term) report from the Fellow (signed by the Host supervisor) 6 months after beginning of the project. This report will include scientific progress, as well as administrative and other issues.
- f. require a short administrative end-of-project report in English and completed questionnaire within 2 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 2 months of the end of the project and will be posted on the ERS Website. Within 6 months after conclusion of the Fellowship, a full scientific report and completed questionnaire should be submitted, by both the Fellow and the Host supervisor. Following these conditions being met, 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 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 of January 31 2010; they are accepted and processed once a year;**
- c. start dates of the ERS Fellowships should be set after July 2010, since a granting decision can only be expected as from the second week of May 2010;**
- 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. for continuation of a second year Fellowship or a Short-Term Fellowship, as well as for an extension of previous support from other sources, should briefly inform the ERS office 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;
- g. should normally specify only 1 institution as Host unit and only 1 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. being on the staff payroll of a university, research laboratory or institute, hospital to where they will return at the end of the Fellowship will be prioritized. There is no requirement to be employed by the Host institution; having a link through previous employment, scholarship, studentship or other, is a sufficiently qualifying application criterion. The return of the Fellow to the Home institution at the end of the Fellowship is nevertheless encouraged (except for request of extension from other sources, where the return to the Home unit is a mandatory condition after completion of the ERS Fellowship);
- d. must select a Host laboratory in Europe (except for International Long-Term Research Fellowships);
- e. must have adequate fluency in a language which permits effective communication at the Host institute;
- f. may submit an application for only 1 ERS Fellowship proposal at any given application round;
- g. who have already carried out an ERS Fellowship in the past may apply for any further ERS Fellowship only if they are members of the Association of ERS Fellows (subject to the compulsory requirement that Fellows and Host supervisors have provided the ERS with the requested follow-up reports during and at the end of their Fellowship).

### **3.4 Selection**

- a. The selection of candidates for an ERS Fellowship will focus on the scientific excellence of the researcher/clinician and is made on the basis of scientific and 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 around 10 experts who are selected by the Research Director as being of highest international ranking in their respective fields and none of whom have any conflict of interest.
- c. The reviewers are required to judge the quality of the candidate, the Host supervisor/institute and the research project. The reviewers also assess the projected benefits to the Home institute of the candidate, to the candidate's career and the added value to research/patient care. Therefore those who have career plans which include a return to their current Home laboratory for a reasonable period after the Fellowship will be prioritized.
- d. The expert reviewers are required to grade the application according to the following 7 criteria:
  1. Relevance of the topic & hypothesis
  2. Methodology
  3. Likelihood of project completion
  4. Adequacy of the Host for this project
  5. Added value of travelling
  6. News value & originality
  7. Quality of the candidate
- 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 is then calculated and will provide the overall score.

- f. The Executive Committee of the ERS makes the final decision on the selection of investigators/clinicians to be awarded an ERS Fellowship. The Scientific Committee of the ERS is involved in the preparatory work, and puts forward the recommendation to the Executive Committee for final approval. The recommendation of individual candidates is in turn based upon the overall average score and on comments of the expert reviewers. The final decision on candidate selection for an ERS Fellowship is based foremost on the external reviewer comments and the calculated overall average score and is made by the ERS Executive Committee following the recommendation of the ERS Scientific Committee. The decisions are final and appeals are not reconsidered (except exceptional circumstances).
- g. Candidates who did not succeed in receiving an ERS Fellowship will receive a formal rejection letter with feedback and suggestions for improvement, if any were offered.
- h. Upon receipt of a written request from the candidate to the ERS Scientific Department, the “anonymised” evaluations and comments of the expert reviewers can be made available to the candidate, but are otherwise confidential and cannot be divulged outside the ERS.
- i. No distinction will be made between candidates on the basis of gender, ethnic origin, sexual orientation, religious or political beliefs.

### **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. The 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 will be 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 follow-up reports on what has been done and achieved mid-term and at the end of the Fellowship.

#### **ERS Fellows:**

- d. At the beginning of the Fellowship the ERS will contact 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 to report these to the ERS, who in such cases will contact the Host in order to try to solve the problems.
- e. The mid-term and the end-of-project report include sections where the Fellow will be asked to evaluate and score the Host in terms of scientific and administrative support and supervision. If in the mid-term report the Fellow indicates unsatisfactory support with regard to supervision, the ERS will contact the Fellow and Host directly to see what may need to be improved. The ERS office will follow-up 2 months later by contacting the Fellow and the Host, asking for written confirmation that the matter has been resolved. In extreme circumstances the ERS may decide to prematurely terminate the Fellowship.

### 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 with 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 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
PhD	2711	2384	2697	2276	2382	2677	2690
MD, other	2440	2146	2428	2048	2144	2409	2421
for each dependent	275	234	272	239	243	272	244
currency	EURO	EURO	EURO	EURO	EURO	EURO	EURO

	Italy	Netherlands	Sweden	Switzerland	UK	USA	Other
PhD	2669	2499	2300	3200	2500	2347	Approx. 2200
MD, other	2402	2249	2128	2970	2300	2134	Approx. 2200
for each dependent	264	253	257	358	297	230	Approx. 220
currency	EURO	EURO	EURO	EURO	EURO	EURO	EURO

- b. The Long-Term Research Fellowships may last 6 up to 12 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 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 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 the 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. Both the Fellow and the Host supervisor will be requested to submit a mid-term review report and completed questionnaire in order to assess the progress of the Fellow's activities six months after start of the Fellowship.
- b. Once the Fellow has completed the Fellowship, both the Fellow and the Host supervisor are expected to submit within 2 months of the end of the Fellowship a short administrative 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. Then within 6 months after conclusion of the Fellowship a full scientific report and a completed questionnaire should be submitted by both the Fellow and the Host supervisor.
- c. 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, etc.)
- d. Both the Fellow and Host supervisor will make sure that any publication or outcome related to the Fellowship will acknowledge the ERS support.
- e. Both the Fellow and Host supervisor will record and update the ERS, for at least five years after the end of the Fellowship, of any publication activity and other outcome resulting of the Fellowship and within two months of the said publication being made public.

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

- a. Upon submission of the satisfactory follow-up reports, 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.
- b. 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.
- c. The end-of-project report 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.
- d. 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 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 July 2010, since a granting decision can only be expected in May 2010. The Fellowship needs to be started within 1 year of the notification date at the latest.**
- b. You can expect a decision as from the second week of May for the LTRF submitted in January.

### **4.2 Application process**

- 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 date for applications is January 31, 2010.**
- b. **Supporting documents to be uploaded online:**
  - Candidate's short curriculum vitae (2 pages max)
  - Candidate's publication list
  - ID digital photo in high resolution (300 dpi)
  - Project description (4 pages max. and carrying the **mandatory signatures** of the candidate, Home and Host supervisors)
  - Host supervisor's short curriculum vitae (2 pages max)
  - Host supervisor's publication list (last 5 years)
  - Host supervisor's major grants list
  - Statement on salary status during the ERS Fellowship by the **Host** supervisor
  - Statement on salary status during the ERS Fellowship by the **Home** supervisor

- c. Supporting documents to be downloaded online, to be signed by the supervisors and to be provided to the ERS Office by the applicant:**
- Home supervisor's signed release form
  - Host supervisor's signed acceptance form
- d. Supporting documents to be sent to the ERS Office:**
- Copy of candidate's highest degree (PhD, MD, MSc, etc.)
  - Candidate's ERS membership proof
  - Copy of candidate's ID card or Passport
  - 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 in close collaboration by the candidate, the Home and Host supervisor. It is a mandatory requirement that the project description carries the endorsement of both supervisors and therefore needs imperatively to carry the **signatures of all three parties involved (applicant, Host & Home supervisors)**.

**The description must not exceed 4 pages. It must address in sufficient scientific, medical and/or technical detail those of the following points that are relevant to the submitted application:**

- a. **Explain the relevance of the topic to respiratory medicine, outline the project's objectives and underlying hypothesis**
- b. **Describe the research project's methodology:**
  - material
  - methods
  - procedures
- c. **Outline the timelines & milestones expected for the acquisition of the different techniques, skills and results within the total time frame of the fellowship duration:**
  - justify the research project's duration
  - provide a realistic agenda with achievable results
- d. **Explain the reasons for choosing the Host supervisor and Host unit:**
  - explain how the Fellowship will take full advantage of the unique facilities/resources/materials available in the Host and Home unit
  - describe the availability of specific facilities and expertise
  - outline the Host supervisor's interest and commitment in the given research project
  - outline the Host supervisor's past achievements/expertise within the suggested field of research)
- e. **Explain the added value of travelling given by the Fellowship application in visiting the Host unit:**
  - are the research techniques, facilities & know-how not available in the Home unit?
  - why is it essential and/or beneficial to conduct the research project in another country, for the career of the candidate and for the Home institute?
  - are collaborations already ongoing?
  - will the travel help establish or facilitate collaborative projects?
  - will the applicant be able to apply the acquired skills back upon return to the Home unit?
  - relevance and potential benefits to activities in the Home institute and for patients?
  - relationship to the candidate's future professional activities/career?

- f. **Describe the news value and originality of the research project in the respiratory science field:**
- potential impact
  - innovative technology
- g. **Describe the candidate's qualifications and expertise:**
- relationship to the candidate's past achievements and current professional activities
  - recent publications and grants

#### ***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, 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 to your proficiency in the working language at the proposed Host institute. The Home supervisor will be requested **to return the form to you, with supporting documents, which include the signed project description and a statement on your 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 signed project description, a statement on your salary status during the ERS Fellowship, the Host supervisor's personal CV, publications list and major grants list.**