

FELLOWSHIPS GUIDELINES AND APPLICATION INSTRUCTIONS

Please follow these guidelines to ensure that your application is complete and can be processed without delay.

Applicants are encouraged to start their application early due to the complexity of the online application process.

Before you start, please consult the General Conditions for Fellowship Grants and this Guidelines and Application Instructions for the ESMO Fellowships below. All application material must be submitted in English.

GUIDELINES AND INSTRUCTIONS

[Translational Research Unit Visits \(TRU\)](#)

[Clinical Unit Visits](#)

[Clinical Research Fellowship](#)

[Georges Mathé Translational Research Fellowship](#)

[Translational Research Fellowships](#)

[Palliative Care Fellowships](#)

TRANSLATIONAL RESEARCH UNIT VISITS (TRU)

Contact information

1. Personal details

- a. ESMO ID
- b. Please ensure that all personal information including numbers and address entered are correct.

2. Applicants must meet the following criteria

- a. ESMO member or apply for a membership
- b. Under 40 years of age
- c. Proficient in English
- d. **Candidates who have already participated previously in an ESMO TRU Visit can not apply for a second visit and so not eligible.**

3. Application process

- a. Only complete applications are registered and processed. Check carefully that all supporting material required for the Fellowship have been addressed in your application package.
- b. The full application must be submitted by 12:00PM CEST of the relevant deadline. **No late applications will be accepted.**

Applications must include the following **mandatory** components:

- i. Completed online application form (Contact Information)
- ii. Curriculum vitae and digital photograph. To include maximum:
 1. 5 peer reviewed publications
 2. 5 abstracts
- iii. Motivation letter: Brief statement of project goals, training received and how the acquired techniques will be used in the home institute/country (duly signed and dated maximum 1 page)

Important Instructions about Uploads

Some sections will be uploaded documents in the online application process. Uploads must be in PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

4. Selection Process

- a. The extent and level of education (CV)
- b. Motivation letter
- c. Candidates that have not had laboratory experience as the TRU visit is an introduction to Translational Research
- d. Quality of the application
- e. How the acquired information and knowledge will be used in the home institute
- f. If you are already working in an institute of excellence your application will be reviewed but priority will be given to candidates at who are not currently at an institute of excellence.

Application deadline

Notification Date: Approximately 1 month
Award Term: 3-4 days

Important

Candidates requesting to participate at their own expenses can do so only if the ranking score is above 3 out of 5, and depending on the capacity of the institute.

Changes to your application

Withdrawal of application: Please advise ESMO promptly in writing should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, ESMO ID number, and name of Fellowship that you are applying for, and the reason for withdrawal to fellowship@esmo.org.

How to retrieve your saved application:

To retrieve your saved application please return to the [ESMO Translational Research Unit \(TRU\) Visit page](#) click on the Online application insert your user name and password and your application will appear.

Change of address: Enter the myESMO area and update your profile or contact membership@esmo.org

Change of Institution: Enter the myESMO area and update your profile or contact membership@esmo.org

Inquiries:

Inquiries or technical issues regarding the online application process should be directed to:
E-mail: fellowship@esmo.org

CLINICAL UNIT VISITS

Contact information

1. *Personal details*

- a. ESMO ID
- b. Please ensure that all personal information including numbers and address entered are correct.

2. *Applicants must meet the following criteria*

- a. ESMO member or apply for a membership
- b. Oncologists or oncologists in training with at least 2 years of clinical experience in internal medicine or medical, radiation or surgical oncology.
- c. Under the age of 40
- d. Proficient in English
- e. **Contact a host institute to organize the clinical visit, obtain approval and confirmation of both the host and home institutes.**

3. *Application process*

- a. Only complete applications are registered and processed. Check carefully that all supporting material required for the Fellowship have been addressed in your application package.
- b. The full application must be submitted by 12:00PM CEST of the relevant deadline.
No late applications will be accepted.

Applications must include the following **mandatory** components:

- i. Complete online application form (contact information)
- i. Curriculum vitae and digital photograph To include maximum:
 1. 5 peer reviewed publications
 2. 5 abstracts
- ii. Motivation letter: Brief statement of project goals, training received and how the acquired techniques will be used in the home institute/country (duly signed and dated, maximum 1 page)
- ii. 6 week project proposal from host institute
- iii. Name of host institute
- iv. Acceptance letter from the person responsible for the clinical visit at the host facility (duly signed and dated maximum 1 page)
- v. Letter of recommendation from the candidate's department head (duly signed and dated maximum 1 page)

4. *Letter of recommendation (maximum 1 page):*

- a. The letter of recommendation from the candidate's department head must be on the institute's letter head, duly signed and dated.
- b. The person recommending you **should preferably be an ESMO Full member.**

- c. The letter of recommendation should include the following information:
 - i. Confirmation that the applicant is in training with at least 2 years of clinical experience in internal medicine or medical, radiation or surgical oncology
 - ii. The level of institutional commitment to the applicant's career development
 - iii. Candidates work experience

5. Letter of acceptance (maximum 1 page):

- a. The letter of acceptance from the person responsible for the clinical unit visit at the host facility must be on the institute's letter head, duly signed and dated.
- b. The mentor at the host institute **should preferably be an ESMO Full member**
- c. The letter of acceptance should include the following information:
 - i. Name of fellow
 - ii. Intended start date
 - iii. Significance of the project
 - iv. Confirmation that the fellow will carry out the fellowship at the institute (period)
 - v. Assurance that the host institution will provide adequate facilities and support for performance of the proposed work.
 - vi. Training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed investigation (weekly program)
 - vii. The reason why he/she is an ideal candidate
 - viii. The mentor's contact information

6. Proposed start date of your Clinical Unit Visit

- a. The fellowship should start in the year in which it is awarded.

Important Instructions about Uploads

Some sections will be uploaded documents in the online application process. Uploads must be in PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

7. Selection process

- a. The extent and level of education (CV)
- b. Motivation letter
- c. Other professional training
- d. Quality of the application
- e. How the acquired information and knowledge will be used in the home institute
- f. Priority will be given to candidates that have not previously received an ESMO grant

Application deadline

Notification Date: Approximately 1 month
Award Term: 6 weeks

Changes to your application

Withdrawal of application: Please advise ESMO promptly in writing should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, ESMO ID number, type of Fellowship that you are applying for, and the reason for withdrawal to fellowship@esmo.org .

How to retrieve your saved application:

To retrieve your saved application please return to the [ESMO Clinical Unit Visit](#) page click on the Online application insert your user name and password and your application will appear.

Change of address: Enter the myESMO area and update your profile or contact membership@esmo.org

Change of Institution: Enter the myESMO area and update your profile or contact membership@esmo.org

Inquiries:

Inquiries or technical issues regarding the online application process should be directed to:
E-mail: fellowship@esmo.org

CLINICAL RESEARCH FELLOWSHIP

Contact information

1. Personal details

- a. ESMO ID
- b. Please ensure that all personal information including numbers and address entered are correct.

2. Applicants must meet the following criteria

- a. ESMO member or apply for membership
- b. Oncologist with at least 2 years of clinical experience in internal medicine or medical, radiation or surgical oncology.
- c. Under the age of 40
- d. Proficient in English

3. Application process

- a. Only complete applications are registered and processed. Check carefully that all supporting material required for the Fellowship have been addressed in your application package.
- b. The full application must be submitted by 12:00PM CEST of the relevant deadline.
No late applications will be accepted.

Applications must include the following **mandatory** components:

- i. Complete application form
- ii. Curriculum vitae and digital photograph
- iii. Detailed clinical research project proposal including timelines
- iv. Motivation Letter: Brief statement of project goals and how the acquired techniques will be used in the home institute/country (duly signed and dated maximum 1 page)
- v. Name of host institute
- vi. Letter of acceptance from the person responsible for the project at the host facility should confirm the agreement and dates for your proposed project (maximum 1 page).
- vii. Letter of recommendation from the candidate's department head/mentor or supervisor should attest your proficiency in the working language at the proposed host institute (English) maximum 1 page.
- viii. **Publications:**
 1. maximum 5 peer reviewed publications
 2. maximum 5 abstracts

4. Letter of recommendation (maximum 1 page):

- a. The letter of recommendation from the department head must be on the institute's letter head paper duly signed and dated.
- b. The person recommending you should preferably be an ESMO Full member.
- c. The letter of recommendation should include the following information:
 - i. Confirmation that the applicant is in training with at least 2 years of clinical experience in internal medicine or medical, radiation or surgical oncology
 - ii. The level of institutional commitment to the applicant's career development
 - iii. Candidates work experience

5. Letter of acceptance (maximum 1 page):

- a. The letter of acceptance from the host facility must be on the institutes letter head duly signed and dated by the person responsible of the project.
- b. The person responsible of the project at the host facility should preferably be an ESMO Full member.
- c. The letter of acceptance should include the following information:
 - i. Name of fellow
 - ii. Title of the proposed project
 - iii. Intended start date
 - iv. Significance of the project
 - v. Confirmation that the fellow will carry out the fellowship at the institute (period)
 - vi. Assurance that the host institution will provide adequate facilities and support for performance of the proposed work.
 - vii. Training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed project
 - viii. A critical review of both the applicant and the research proposal
 - ix. The reason why he/she is an ideal candidate
 - x. The mentor's contact information

6. Project description (maximum 3 pages):

- a. This is the most important component of your application. It should be prepared by yourself and the supervisor at the host institute.
- b. The description should include sufficient scientific data
 - i. aim of the project
 - ii. research methodologies
 - iii. originality of the project
 - iv. feasibility of the project and work plan
 - v. proposed timeline
 - vi. host scientific expertise in the field
 - vii. quality of the group/supervisors
 - viii. training goals

7. Proposed start date of your Clinical Research Fellowship

- a. The fellowship must start in the year in which it is awarded. Application deadlines are 1 May, with a notification of results end of June.

Important Instructions about Uploads

Some sections will be uploaded documents in the online application process. Uploads must be in PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

8. Selection process

- a. The extent and level of education (CV)
- b. Motivation letter
- c. Other professional training and publications
- d. Research project
- e. Quality of the application, overall strategy, methodology, and proposed analyses of the research data as well as and appropriateness to accomplish the specific aims within the grant term. Feasibility of the project given the time frame and the budget
- f. Priority will be given to candidate who have not previously received an ESMO grant
- g. The fellowship cannot be carried out in the home institute

Submission of papers resulting from ESMO Fellowship to AoO

Instructions on how to submit your paper [click here](#)

Application deadline

Applications Open:	31 st December of each year
Applications due by:	1 st May of each year
Notification Date:	Approximately 1-2 months
Award Term:	1 year

Changes to your application

Withdrawal of application: Please advise ESMO promptly in writing should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, ESMO ID number, type of Fellowship that you are applying for, title of your project and the reason for withdrawal to fellowship@esmo.org.

How to retrieve your saved application:

To retrieve your saved application please return to the [ESMO Clinical Research Fellowship](#) page click on the [Online application](#) insert your user name and password and your application will appear.

Change of address: Enter the myESMO area and update your profile or contact membership@esmo.org

Change of Institution: Enter the myESMO area and update your profile or contact membership@esmo.org

Inquiries:

Inquiries or technical issues regarding the online application process should be directed to:
E-mail: fellowship@esmo.org

GEORGES MATHÉ TRANSLATIONAL RESEARCH FELLOWSHIP

Contact information

1. Personal details

- a. ESMO ID
- b. Please ensure that all personal information including numbers and address entered are correct.

2. Applicants must meet the following criteria

- a. ESMO member or apply for membership
- b. Involved in cancer research and treatment with at 2 years experience in medical oncology.
- c. Under the age of 40
- d. Proficient in English

3. Application process

- a. Only complete applications are registered and processed. Check carefully that all supporting material required for the Fellowship have been addressed in your application package.
- b. The full application must be submitted by 12:00PM CEST of the relevant deadline.
No late applications will be accepted.

Applications must include the following **mandatory** components:

- i. Complete application form
- ii. Curriculum vitae and digital photograph
- iii. Detailed research project proposal including timelines on (not more than 3 pages)
- iv. Motivation letter: Brief statement of project goals and how the acquired techniques will be used in the home institute/country (maximum 1 page)
- v. Name of host institute
- vi. Letter of acceptance from the person responsible for the project at the host facility should confirm the agreement and dates for your proposed project (maximum 1 page).
- vii. Letter of recommendation from the candidate's department head/mentor or supervisor, should attest to your proficiency in the working language at the proposed host institute (English) maximum 1 page.
- viii. **Publications:**
 1. maximum 5 peer reviewed publications
 2. maximum 5 abstracts

4. Letter of recommendation (maximum 1 page):

- a. The letter of recommendation from the department head must be on the institute's letter head duly signed and dated.
- b. The person recommending you should preferably be an ESMO Full member
- c. The letter of recommendation should include the following information:
 - i. Confirmation that the applicant is in training with at least 2 years experience

medical oncology

- ii. The level of institutional commitment to the applicant's career development
- iii. Candidates work experience

5. Letter of acceptance (maximum 1 page):

- a. The letter of acceptance from the host facility must be on the institute's letter head duly signed and dated by the person responsible of the project.
- b. The person responsible of the project at the host facility should preferably be an ESMO Full member.
- c. The letter of acceptance should include the following information:
 - i. Name of fellow
 - ii. Title of the proposed project
 - iii. Intended start date
 - iv. Significance of the project
 - v. Confirmation that the fellow will carry out the fellowship at the institute (period)
 - vi. Assurance that the host institution will provide adequate facilities and support for performance of the proposed work.
 - vii. Training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed project
 - viii. A critical review of both the applicant and the research proposal
 - ix. The reason why he/she is an ideal candidate
 - x. The mentor's contact information

6. Project description (maximum 3 pages):

- a. This is the most important component of your application. It should be prepared by yourself and the supervisor at the host institute.
- b. The description should include sufficient scientific data:
 - i. aim of project
 - ii. research methodologies
 - iii. originality of the project
 - iv. feasibility of the project and work plan
 - v. proposed timeline
 - vi. host scientific expertise in the field
 - vii. quality of the group/supervisors
 - viii. training goals.

7. Proposed start date of your Georges Mathé Translational Research Fellowship

- a. The fellowship must start in the year in which it is awarded. Application deadlines are 1st May with a notification of results end of June.

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8. Selection process

- The extent and level of education (CV)
- Motivation letter
- Other professional training and publications
- Research project
- Quality of the application, overall strategy, methodology, and proposed analyses of the research data as well as and appropriateness to accomplish the specific aims within the grant term. Feasibility of the project given the time frame and the budget
- Priority will be given to candidates that have not previously received an ESMO grant
- The Fellowship cannot be carried out in the home institute

Application deadline

Applications Open:	31 st December of each year
Applications due by:	1 st May of each year
Notification Date:	Approximately 1-2 months
Award Term:	1 year

Changes to your application

Withdrawal of application: Please advise ESMO promptly in writing should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, ESMO ID number, type of Fellowship that you are applying for, title of your project and the reason for withdrawal to fellowship@esmo.org

How to retrieve your saved application:

To retrieve your saved application please return to the [Georges Mathé Translational Research Fellowship](#) page click on the [Online application](#) insert your user name and password and your application will appear.

Change of address: Enter the myESMO area and update your profile or contact membership@esmo.org

Change of Institution: Enter the myESMO area and update your profile or contact membership@esmo.org

Inquiries:

Inquiries or technical issues regarding the online application process should be directed to:
E-mail: fellowship@esmo.org

TRANSLATIONAL RESEARCH FELLOWSHIP

Contact information

1. Personal details

- a. ESMO ID
- b. Please ensure that all personal information including numbers and address entered are correct.

2. Applicants must meet the following criteria

- a. ESMO member or apply for membership
- b. Oncologist with at least 1 year experience in medical, radiation or surgical oncology.
- c. Under the age of 40
- d. Proficient in English

3. Application process

- a. Only complete applications are registered and processed. Check carefully that all supporting material required for the Fellowship have been addressed in your application package.
- b. The full application must be submitted by 12:00PM CEST of the relevant deadline.
No late applications will be accepted.

Applications must include the following **mandatory** components:

- i. Complete application form
- ii. Curriculum vitae and digital photograph
- iii. Detailed research project proposal including timelines On(not more than 3 pages)
- iv. Motivation letter: Brief statement of project goals and how the acquired techniques will be used in the home institute/country (maximum 1 page)
- v. Name of host institute
- vi. Letter of acceptance from the person responsible for the project at the host facility should confirm the agreement and dates for your proposed project (maximum 1 page).
- vii. Letter of recommendation from the candidate's department head/mentor or supervisor, should attest to your proficiency in the working language at the proposed host institute (English) maximum 1 page.
- viii. Publications:
 1. maximum 5 peer reviewed publications
 2. maximum 5 abstracts

4. Letter of recommendation (maximum 1 page):

- a. The letter of recommendation from the department head must be on the institute's letter head duly signed and dated.
- b. The person recommending you should preferably be an ESMO Full member.
- c. The letter of recommendation should include the following information:
 - i. Confirmation that the applicant is in training with at least 1 year experience in internal medicine or medical, radiation or surgical oncology
 - ii. The level of institutional commitment to the applicant's career development
 - iii. Candidates work experience

5. Letter of acceptance (maximum 1 page):

- a. The letter of acceptance from the host facility must be on the institute's letter head paper duly signed and dated by the person responsible of the project.
- b. The person responsible of the project at the host facility should preferably be an ESMO Full member.
- c. The letter of acceptance should include the following information:
 - i. Name of fellow
 - ii. Title of the proposed project
 - iii. Intended start date
 - iv. Significance of the project
 - v. Confirmation that the fellow will carry out the fellowship at the institute (period)
 - vi. Assurance that the host institution will provide adequate facilities and support for performance of the proposed work.
 - vii. Training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed project
 - viii. A critical review of both the applicant and the research proposal
 - ix. The reason why he/she is an ideal candidate
 - x. The mentor's contact information

6. Project description (maximum 3 pages):

- a. This is the most important component of your application. It should be prepared by yourself and the supervisor at the host institute.
- b. The description should include sufficient scientific data:
 - i. aim of project
 - ii. research methodologies
 - iii. originality of the project
 - iv. feasibility of the project and work plan
 - v. proposed timeline
 - vi. host scientific expertise in the field
 - vii. quality of the group/supervisors
 - viii. training goals.

7. Proposed start date of your Translational Research Fellowship

- a. The fellowship must start in the year in which it is awarded. Application deadlines are 1 May, with a notification of results end of June.

8. Second year prolongation request

- a. To re-apply for prolongation (second year) of your Translational Research Fellowship you must send a report and an application requesting to prolong the fellowship 8 months after the start date of your fellowship. You can download the prolongation request form under Fellowship offers: <http://www.esmo.org/Career-Development/Oncology-Fellowships/Fellowship-Offers/Translational-Research>

Important Instructions about Uploads

Some sections will be uploaded documents in the online application process. Uploads must be in PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

9. Selection process

- The extent and level of education (CV)
- Motivation letter
- Other professional training and publications
- Research project
- Quality of the application, overall strategy, methodology, and proposed analyses of the research data as well as and appropriateness to accomplish the specific aims within the grant term. Feasibility of the project given the time frame and the budget
- Priority will be given to candidates that have not previously received an ESMO grant
- The Fellowship cannot be carried out in the home institute

Submission of papers resulting from ESMO Fellowship to AoO

Instructions on how to submit your paper [click here](#)

Application deadline

Applications Open:	31 st December of each year
Applications due by:	1 st May of each year
Notification Date:	Approximately 1-2 months
Award Term:	2 years (2 nd year upon request and approval)

Changes to your application

Withdrawal of application: Please advise ESMO promptly in writing should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, ESMO ID number, type of Fellowship that you are applying for, title of your project and the reason for withdrawal to fellowship@esmo.org

How to retrieve your saved application:

To retrieve your saved application please return to the [ESMO Translational Research Fellowship](#) page click on the [Online application](#) insert your user name and password and your application will appear.

Change of address: Enter the myESMO area and update your profile or contact membership@esmo.org

Change of Institution: Enter the myESMO area and update your profile or contact membership@esmo.org

Inquiries:

Inquiries or technical issues regarding the online application process should be directed to:
E-mail: fellowship@esmo.org

PALLIATIVE CARE FELLOWSHIP

Contact information

1. Personal details

- a. ESMO ID
- b. Please ensure that all personal information including numbers and address entered are correct.

2. Applicants must meet the following criteria

- a. ESMO member or apply for a membership
- b. An oncologists
- c. Proficient in English

3. Application process

- a. Only complete applications are registered and processed. Check carefully that all supporting material required for the Fellowship have been addressed in your application package.
- b. The full application must be submitted by 12:00PM CEST of the relevant deadline.

Applications must include the following **mandatory** components:

- i. Completed application form (Contact Information)
- ii. Curriculum vitae and digital photograph.
- iii. Detailed project proposal (including timeline and budget of the proposed observation/research program)
- iv. Brief statement of project objectives and how the acquired techniques will be used in the home institute/country
- v. Name of host institute and acceptance letter from the person responsible for the project at the host facility
- vi. Letter of recommendation from the candidate's department head

The candidate's supervisors in both the host and home institute should be Full ESMO members.

4. Letter of recommendation (maximum 1 page):

- a. The letter of recommendation from the candidate's department head must be on the institute's letter head paper, duly signed and dated.
- b. The person recommending should preferably **be an ESMO Full member.**
- c. The letter of recommendation should include the following information:
 - i. The level of institutional commitment to the applicant's career development
 - ii. Candidates work experience

5. Letter of acceptance (maximum 1 page):

- a. The letter of acceptance from the person responsible for the Palliative Care Fellowship at the host facility must be on the institute's letter head paper, duly signed and dated.
- b. The mentor at the host institute should preferably **be an ESMO Full member.**
- c. The letter of acceptance should include the following information:
 - i. Name of fellow
 - ii. Intended start date
 - iii. Significance of the project

6. Selection Process

- a. The extent and level of education (CV)
- b. Motivation letter
- c. Quality of the application
- d. How the acquired information and knowledge will be used in the home institute

Application deadline

Applications Open:	31 st December of each year
Applications due by:	1 st June of each year
Notification Date:	Approximately 1-2 months

Important Instructions about Uploads

Some sections will be uploaded documents in the online application process. Uploads must be in PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly.

7. Selection process

- The extent and level of education (CV)
- Motivation letter
- Other professional training and publications
- Research project
- Quality of the application, overall strategy, methodology, and proposed analyses of the research data as well as and appropriateness to accomplish the specific aims within the grant term. Feasibility of the project given the time frame and the budget
- Priority will be given to candidates that have not previously received an ESMO grant
- The Fellowship cannot be carried out in the home institute

Changes to your application

Withdrawal of application: Please advise ESMO promptly in writing should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, ESMO ID number, type of Fellowship that you are applying for, title of your project and the reason for withdrawal to fellowship@esmo.org

How to retrieve your saved application:

To retrieve your saved application please return to the [ESMO Palliative Care Fellowship](#) page click on the [Online application](#) insert your user name and password and your application will appear.

Change of address: Enter the myESMO area and update your profile or contact membership@esmo.org

Change of Institution: Enter the myESMO area and update your profile or contact membership@esmo.org

Inquiries:

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E-mail: fellowship@esmo.org