

ERS Short-Term Research Training Fellowships 2016

Rules & Regulations

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1. Introduction

- a. ERS Short-Term Research Fellowship (STRTF) programmes aim to:
 - Promote science, research and training techniques in research, in the field of respiratory medicine and science.
 - Sponsor mobility.
 - Stimulate fellowship recipients' career development.
- b. ERS funds and cofunds fellowship programmes to support scientists, investigators, clinicians and allied healthcare professionals in the early-stage of their career.
- c. ERS Short-Term Research Training Fellowships (STRTF) aim to foster knowledge and collaboration between units in different countries (Europe mainly).
- d. Fellowships are intended to foster basic and advanced research as well as to support applications which are presented as a training component of a central robust research project (e.g. apply advanced research, test a hypothesis in pilot study, innovate a clinical technique, set up methods to be applied for clinical research at the Home Institute).
- e. ERS Short-Term Research Training Fellowships are between 1 month (minimum) and 3 months (maximum). They are awarded based on scientific merit.
- f. ERS fellowships are not granted for undergraduate studies, workshops, courses, lectures, meetings, conferences, congresses or for visiting institutions. Similarly, ERS fellowships are not for strictly clinical and educational training purposes (clinical diagnostic procedures, therapeutic interventional procedures, treatment, etc.).

2. Conditions

2.1. Qualifications & Experience

- a. Candidates should be actively engaged in the respiratory field.
- b. Applicants must be postgraduates holding a university degree in any field related to respiratory medicine (MD, MSc, PhD, MD-PhD). Applicants should be graduated with an MD, MSc or equivalent at the time of application.
- c. Postgraduate scientists such as immunologists, biologists, geneticists, pharmacologists, biophysicists, chemists, etc. involved in respiratory science, are entitled to apply for the ERS Short-Term Fellowships. At a minimum, applicants should hold an MD or MSc at the time of application.
- d. Qualified healthcare professionals (non-MD) working in respiratory health/medicine (nurses, physiotherapists, respiratory function technologists, allied respiratory professionals, etc.) are entitled to apply for an ERS Short-Term Fellowship. At a minimum, applicants should hold an MSc or equivalent at the time of application.
- e. Candidates should have adequate fluency in the language spoken at the host institute.
- f. Applications having been previously rejected may be resubmitted; they should be improved, where possible.

2.2. Age & Career

ERS does not apply an age-limit. Instead, priority is given to applicants in the early-stage of their research career.

2.3. Geographic location

ERS fellowships promote research in Europe and internationally. All nationalities, European and non-European based candidates are allowed to submit a project proposal. Specific requirements are stated in chapter 3.

2.4. ERS membership

ERS membership is required when applying for an ERS Short-Term Research Training Fellowship. Membership can be subscribed online or via a national society. When applying for a fellowship cofunded with a national society, your national society membership might suffice. Please check on the ERS membership [webpage](#).

2.5. Mobility scheme

- a. The host supervisor must be based in a country in Europe other than the applicant's own (except for International Fellowships, see chapter 3).
- b. Mobility is crucial as ERS fellowships promote knowledge sharing between countries. Exchanges between two units within the same country are not allowed unless with a strong mobility justification (*i.e.* distance factor). ERS will make a decision on a case by case basis.
- c. Applicants who are at the host institute for more than 6 months at the time of application will have to demonstrate that their experience will benefit the home unit (mobility component). A return at the home institute at the end of the fellowship is mandatory.
- d. Applicants already at the host institute for less than 6 months and applying for the same host institute (extension, continuation) will be considered, as long as the fellowship is intended to support exchange of knowledge (mobility component). A return to the home institute at the end of the fellowship is mandatory.

2.6. Mandatory return to the home institute

- a. ERS will accept applications pending a rationale demonstrating that technical research competences are not available at the home institute.
- b. A return to the home institute at the end of the fellowship is mandatory. The reason is to transfer new skills and to develop greater competencies at the home unit. A return plan should be included in the project description.
- c. Candidates with clear formal connection/link to their home institute will be prioritised.
- d. The home supervisor should confirm that facilities, funds and resources will be available to the candidate upon return, in order to continue or disseminate the work initiated during the fellowship, at the home level (form available on the application website).

2.7. Selection of the host institute

- a. Before applying for a Short-Term Research Training Fellowship (STRTF), applicants should identify and secure a research project with a host institute and a host supervisor.
- b. All applications must involve a home institute and a receiving host institute, a home supervisor and a host supervisor. There should be only one host supervisor.
- c. The quality of the host institute and supervisor, as well as their relevance to the research project are important criteria that will be assessed by ERS experts during the selection process.

2.8. Requirements for the host institute

- a. The host supervisor should confirm in writing that he/she is prepared to receive the applicant and that facilities and resources are available to carry out the research (template available on ERS online application platform).
- b. The host supervisor is entitled to accept only one applicant per round.
- c. The host institute should provide administrative and scientific support for all practicalities before and at the beginning of the fellowship (housing, safety induction, etc.), during the fellowship (regular meetings, evaluations, mid-term report to ERS) and at the end of the fellowship (see Chapter 5).

- d. Successful applicants are encouraged to engage in teaching, discussion and similar activities at the institute they visit. They may not, however, engage in paid or salaried activities, which are not related to the ERS fellowship.
- e. ERS strongly suggest that applicants and their host institute start all the necessary requests for ethical permission* – or any formal permission required by the regulatory body/bodies of the host country – before the fellowship start date.

The host and the applicant should target to be granted the formal permission for the start date of the fellowship. Failure to do this has severely impacted recent funding projects and ERS will not accept any delay on the project caused by this matter.

* whenever applicable

2.9. Timing & Duration

2.9.1. Start date

- a. **April 2016 round:** ERS will notify successful candidates in July 2016. Fellowships could start from August 2016. The last date for starting a fellowship should be early July 2017.
- b. **October 2016 round:** ERS will notify successful candidates in February 2017. Fellowships could start from March 2017. The last date for starting a fellowship should be early February 2018.
- c. Between the notification date and the start of the fellowship, successful candidates should complete travel, visa, passport, housing formalities, insurances, etc. To achieve this, they should engage with their host and home institutes and related authorities ahead of time.

2.9.2. Duration

- a. ERS Short-Term Research Training Fellowships' duration is between 1 and 3 months maximum.
- b. The research project is to be carried out on a full time basis (100%) and cannot be split nor reduced. Successful candidates are not allowed to carry out any paid or salaried activities other than those related to the ERS fellowship.
- c. It is critical that the research project plan is realistic, feasible and achievable within the planned time frame.
- d. The ERS Science Council reserves the right to reduce this period depending on the content of the submitted project.

2.9.3. Postponement of start date or modification of duration

- a. The fellowship should be started within 1 year from the positive notification date at the latest.
- b. The start date, end date, duration and the research project stated in the application should not be changed without prior approval by ERS once submitted.
- c. If any reduction is accepted by ERS, the fellowship amount will be reduced accordingly.

2.10. Previous ERS Fellowship(s)

- a. Applicants who have already been awarded an ERS Long-Term Fellowship, a Respire 1 or 2 Fellowship or two ERS Short-Term Fellowships in the past, are not eligible.
- b. Applicants having received only once an ERS Short-Term Fellowship in the past are eligible to reapply for this programme provided that they have provided the ERS with the requested follow-up reports at the end of their previous fellowship.
- c. Their current application for an ERS Short-Term Research Training Fellowship should not be similar to the previous fellowship.

2.11. Extension of a previous project supported by other funds

- a. Applications for the extension of a previous project supported from other sources will be considered in competition as any other applications on the basis of scientific merit.
- b. Applicants should inform the ERS about the success or challenges/failure of the earlier project. A description of the new added value in terms of skills, techniques, results should be included, as well as the a clear statement of the expected new benefits.

- c. Candidates should not have already been at the Host Institute for over 6 months at the time of application deadline.
- d. Any continuation of an ERS fellowship or extension of previous funding sources are required to **return to the home institution** at the end of the fellowship.

2.12. Unexpected events and issues

- a. The implementation of the project should be carried out as described in the proposal. This includes the start date and end date of the fellowship. ERS should be notified by email at the earliest when a change is foreseen, for approval.
- b. 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 terminate prematurely should be notified promptly to ERS and related fund reimbursed.
- c. In case of a problem, fellowship recipients should report to the ERS, who will contact the host supervisor accordingly. In extreme circumstances the ERS may decide to prematurely terminate the Fellowship.

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

3. Fellowships on offer

| # | Fellowships on offer | Mobility |
|---|---|--|
| 1 | Standard | From Europe or overseas to Europe* |
| 2 | International | From Europe to overseas |
| 3 | Scientifically Developing Countries | From a country with a scientific respiratory gap (Europe or overseas) to Europe |
| 4 | ERS Walther Guerrero Ciquero TB Fellowship | From a country with a scientific respiratory gap (Europe or overseas) to Europe |
| 5 | PAH Fellowship programme (<i>supported by GlaxoSmithKline</i>) | From Europe or overseas to Europe* |
| 6 | NEW - ERS Fellowship in memory of Dr Valia Kechagia | From Greece to Europe* |
| 7 | NEW - ERS jointly funded fellowship with the Turkish Thoracic Society (TTS) | From Turkey to Europe* |
| 8 | ERS jointly funded fellowship with Associazione Scientifica Interdisciplinare per lo Studio delle Malattie Respiratorie (AIMAR) | From Italy to Europe* or from Europe* to Italy |
| 9 | ERS jointly funded fellowship with EMBO – respiratory and molecular biology | From/to EMBC member states only (Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Luxemburg, Netherlands, Norway, Poland, Portugal, Switzerland, Slovak Republic, Slovenia, Spain, Sweden, Turkey, United Kingdom) |

*host country different from home country

In addition to the basic requirements detailed in Chapter 2, eligibility and applications' requisites are detailed below. Please select the fellowship programme you would like to do and report your choice in the online [application](#).

Only one programme should be selected (multichoice not allowed).

3.1. Standard Fellowship

- a. Candidates should be scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD related to the respiratory field.
- b. Open to any national. Candidates should be nationals or residents in a country in Europe and go to another country in Europe, or go from overseas to Europe. Applicants from a scientifically developing country should apply through the scientifically developing countries programme.
- c. A return to the home unit is **mandatory** upon fellowship completion. The aim is to transfer and implement the acquired skills at the home unit level. The project description should detail activities, timing, and resources for transferring knowledge at the home unit level.
- d. Several fellowships are on offer, depending on budget availability.

3.2. International Fellowship

- a. Candidates should be scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD related to the respiratory field.
- b. Candidates should be nationals or residents in a country in Europe. The host unit should be based overseas/outside of Europe.
- c. Applicants should justify why the research project cannot be completed or attained within a European institute, and why going abroad is essential.
- d. A return to the home unit is **mandatory** upon fellowship completion. The aim is to transfer and implement the acquired skills at the home unit level. The project description should detail activities, timing, and resources for transferring knowledge at the home unit level.
- e. Four International Short-Term Research Training fellowships are on offer (two per round).

3.3. Scientifically Developing Countries Fellowship

- a. Candidates should be scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD related to the respiratory field.
- b. Applicants should be based or resident of a scientifically developing country (source [World Bank](http://www.worldbank.org)) and going to a country in Europe, or be based in a country in Europe with a scientific gap in the respiratory field going to another country in Europe.
- c. This programme is for applicants with no or little opportunity to get education or training in the respiratory field in their home country.
- d. This programme is for candidates from countries with respiratory research gaps and needs, which can be considered as developing from a scientific perspective.
- e. Applicants have to explain the respiratory gaps and needs in the home country/unit and why it is essential to go to Europe. Data as well as other key documents (e.g. policy papers, etc) should support the gap statement. ERS recommend applicants to use the ERS Roadmap (<http://www.ersroadmap.org>) as a broad reference.
- f. Candidates should explain how the acquired skills/experience will benefit their home country/unit and how they propose to share/disseminate the knowledge gained upon return.
- g. A return to the home unit is **mandatory** upon fellowship completion. The aim is to transfer and to implement the acquired skills at the home unit level. The project description should detail activities, timing, and resources for transferring knowledge at the home unit level.
- h. Two Scientifically Developing Countries fellowships are on offer (one per round).

3.4. ERS Fellowship in memory of Walther Guerrero Ciquero

- a. The Short-Term Research Training Fellowship for a research project in the field of tuberculosis, in tribute to the life and work of Dr. Walther Guerrero Ciquero, ERS President's Awardee 2010, is designed for candidates coming from low-medium income countries (WHO) to work in Europe. The aim of this Fellowship is to support the training and education in research techniques of a young doctor in the field of tuberculosis.
- b. In order for the applicant to show his/her agreement for the application to be selected as an "ERS Walther Guerrero Ciquero Fellowship", the applicant should tick on the box "I apply for the ERS Walther Guerrero Ciquero Fellowship".
- c. A return to the home unit is mandatory upon fellowship completion.

- d. One ERS Short-Term Research Training Fellowship in memory of Dr. Walther Guerrero Ciquero can be granted per year.

3.5. ERS PAH Fellowships Programme

(supported by an unrestricted grant by GlaxoSmithKline)

- a. ERS PAH fellowships are for research projects in the broad field of pulmonary circulation (immunology, cardiology, vascular disease, etc.). They support basic science, clinical and translational research. Clinical and translational research projects will have the priority.
- b. Open to any national. Candidates should be based in Europe or overseas, going to another country in Europe to carry out the research project.
- c. Applicants must hold a postgraduate degree in respiratory medicine/science, PAH, immunology, biology, genetics, pharmacology, biophysics, chemistry (MD, MSc, PhD, or equivalent). Qualified healthcare professionals (non-MD) working the PAH respiratory field are eligible to apply.
- d. A return to the home unit is **mandatory** upon fellowship completion. The aim is to transfer and to implement the acquired skills at the home unit level. The project description should detail activities, timing, and resources for transferring knowledge at the home unit level.
- e. Host Units based in Europe should be active in the broad field of pulmonary circulation (eg. cardiology, immunology, vascular science) and conduct fundamental/basic science research, clinical medical or clinical and translational science.
- f. Funds for the ERS PAH Fellowships programme are provided by GSK to ERS. Nevertheless, successful applicants will be ERS fellowship recipients. Applicants should state their agreement to be funded by GSK in the online application form by ticking "I accept my fellowships to be supported by an unrestricted grant by GSK".
- g. Any additional project proposal which get a top score based on scientific merit by ERS experts could get a funding from ERS, pending budget availability.

3.6. ERS Fellowship in memory of Dr Valia Kechagia

- a. The Short-Term Research Training Fellowship for a research project in the field of adult cystic fibrosis, in tribute to the life and work of Dr Valia Kechagia, who qualified from Athens Medical University in 1998, and worked for different aspects of the respiratory department at a prestigious UK hospital from 2004.
- b. The aim of this fellowship is to support the training and education in research techniques of a young MD or an allied health professional at the beginning of his/her career in the field of adult cystic fibrosis.
- c. It is designed for candidates based in Greece to do a research training at a host unit in another European country.
- d. A return to the home unit in Greece is mandatory upon fellowship completion.
- e. In order for the applicant to show his/her agreement for the application to be selected as an "ERS Valia Kechagia CF Fellowship", applicants should tick on the box "I apply for the ERS Valia Kechagia CF Fellowship" when applying online.
- f. One ERS Short-Term Research Training Fellowship in memory of Dr Vala Kechagia can be granted per year.

3.7. ERS/Turkish Thoracic Society (TTS)

- a. This jointly funded fellowship aims to build capacity and expertise in any area of respiratory health, medicine and science.
- b. Applicants should be actively engaged in research/science/practice that is relevant to respiratory medicine. Early-career physicians, scientists or qualified health professionals (non-MD) should hold a postgraduate education (MD, MSc, PhD, MD-PhD) and have appropriate scientific, medical and/or professional qualifications and experience.
- c. It is designed for candidates based in Turkey to do a research training at a host unit in another European country.
- d. A return to the home unit in Turkey is mandatory upon fellowship completion.

- e. Applicants should state their agreement to be jointly funded by ERS and TTS in the online application form by ticking “I accept my fellowship to be co-funded by ERS and TTS and called ERS/TTS Joint Fellowship”.
- f. Two fellowship are on offer per year (one per round). Any additional project proposal which got a top score based on scientific merit by ERS experts could get a funding from ERS, pending budget availability.

3.8. ERS/Associazione Scientifica Interdisciplinare per lo Studio delle Malattie Respiratorie (AIMAR)

- a. This jointly funded fellowship aims to build capacity and expertise in any area of respiratory health, medicine and science.
- b. Applicants should be actively engaged in research/science/practice that is relevant to respiratory medicine. Early-career physicians, scientists or qualified health professionals (non-MD) should hold a postgraduate education (MD, MSc, PhD, MD-PhD) and have appropriate scientific, medical and/or professional qualifications and experience.
- c. Open to any national. Candidates should be nationals or residents in Italy and going to another country in Europe; or be based in Europe or overseas and going to Italy. Applicants who are resident in Italy must be members of AIMAR.
- d. Applicants should state their agreement to be jointly funded by ERS and AIMAR in the online application form by ticking “I accept my fellowship to be co-funded by ERS and AIMAR and called ERS/AIMAR Joint Fellowship”.
- e. Up to four fellowships are on offer per year (two per round). Any additional project proposal which got a top score based on scientific merit by ERS experts could get a funding from ERS, pending budget availability.

3.9. Joint Fellowships with EMBO in the respiratory and broad field of molecular biology

- a. These jointly funded fellowships aim at bringing clinicians to perform basic science in the field of respiratory science/health with a research project in the field of molecular biology (www.embo.org).
- b. Scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD related to the respiratory field are eligible for applying. Candidates with a clinical background (MD and MD-PhD) will have the priority.
- c. Open to any national. Candidates should be nationals or residents in a country in Europe, going to another country in Europe. Either home or host must be an EMBC member state (Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom).
- d. Applicants should state their agreement to be jointly funded by ERS and EMBO in the online application form by ticking “I accept my fellowship to be co-funded by ERS and EMBO and named ERS/EMBO Joint Fellowship”.
- e. Up to four fellowships per year are on offer (two per round) for a work periods of 1 to 3 months each. Any additional project proposal which get a top score based on scientific merit by ERS experts could get a funding from ERS, pending budget.

3.10. Summary of requirements

| Fellowship | Required University degree in respiratory field | Profile | Open to all nationalities, European & non-European based | Going to Europe | Going outside of Europe | Mandatory return to Home Unit |
|------------|---|---|--|-----------------|-------------------------|-------------------------------|
| Standard* | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | YES | YES | NO | YES |

| | | | | | | |
|--|---|---|--|-------------------------------------|-----|-----|
| International | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | YES but see section 3.2.b | NO | YES | YES |
| Research for Scientifically developing countries | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | YES but see section 3.3.b | YES | NO | YES |
| Walther Guerrero Ciquero | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | YES | YES | NO | YES |
| PAH – GSK fund | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | YES | YES | NO | YES |
| NEW - Valia Kechagia (Greece) | MD or equivalent | Medical, Qualified healthcare professionals | Candidates based in Greece only | YES | NO | YES |
| NEW – TTS (Turkey) | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | Candidates based in Turkey only | YES | NO | YES |
| AIMAR (Italy) | MD, MSc, PhD, MD-PhD or equivalent | Scientific, Medical, Qualified healthcare professionals | YES | Going to, or coming from Italy ONLY | NO | YES |
| EMBO | MD, MSc, PhD, MD-PhD or equivalent (MD or equivalent prioritized) | Medical, Strong clinical background prioritized | N/A. Home or Host Unit must be EMBC member state | YES | NO | YES |

4. Application Guidelines

4.1. Online platform

- Applications and all supporting documents must be submitted in English and online using the following link <http://www.ersnet.org/ers-funding/fellowships/short-term.html>.
- An automated abstract will summarise candidates' application, based on the information provided online.
- The deadline for submitting applications, files and documents is 1 April and 1 October 2016. There will be no extension.
- Applications with missing files will not be processed for selection.

4.2. Project description

- This is the most important component of the application. The description should provide the scientific rationale for the research project with key references, milestones, workplans and a 1-3 months' timeline with justification, a 3Rs plan and justification *where applicable*.
- The project description should include a plan for transferring knowledge back at the home unit. Details regarding resources and fund availability at the home unit upon return should be also be

provided.

- c. It should be prepared by the applicant with the contribution of the home and host supervisors. The latter have to formally endorse the application by filling their respective forms available on the online application platform and by providing their CV, a list of grants, a publication list and a statement, see section 4.5.
- d. For most fellowships programmes, applicants should demonstrate the needs/gaps in respiratory science/research/medicine at their home institute and outline how they intend to address them.
- e. The project description should not exceed 5 pages including references (font size 12 pts Arial).

4.3. Use of animals in research

- a. ERS promotes research into alternatives and supports 3Rs guiding principles for ethical use of animal testing (replacement, reduction, refinement).
- b. Applicants should integrate a 3Rs strategy and a plan, and demonstrate the use of replacement, reduction and refinement techniques in their research proposal involving animals, where applicable.
- c. Further information and definitions are available on the following websites. Please note that ERS has no link with those organisations:
 - ARRIVE Guidelines (www.nc3rs.org.uk/arrive-guidelines)
 - <http://www.understandinganimalresearch.org.uk/how/the-three-Rs>
 - <https://www.nc3rs.org.uk/the-3rs>

4.4. Home & Host Supervisors' files

- a. The home supervisor should sign a release form confirming the relevance of and the support to the research project, etc. Information about the applicant's salary status during the fellowship, an authorisation of leave of absence and a confirmation of fund, material and equipment's availability upon return should be provided. The home supervisor should also provide a CV, lists of grants and publications.
- b. The host supervisor is required to sign an acceptance form, confirming that operational funds, facilities and resources are available for the project. He/she should also attest commitment to the research project and confirm the applicant's salary status during the ERS fellowship. The host supervisor should provide a CV and lists of grants and publications.
- c. Templates are available on the online application platform. Applicants can download and upload documents throughout the application process.

4.5. Applicants' files

- a. Information provided by applicants in the online application form will be compiled into an abstract by the system, and transmitted to ERS Experts (reviewers and interviewers) as a synopsis. Fellowship are awarded based on scientific merit, quality of information provided, well-written and well-argued research project description, etc.
- b. Applicants should provide and upload the following documents on the online application platform:
 - i. A short curriculum vitae (2 pages maximum).
 - ii. A list of publications, sorted out in the following order: 1) original peer-reviewed papers, 2) review articles and 3) any other relevant publication (e.g. abstract relevant to the application) (2 pages maximum).
 - iii. A research project description including references (5 pages max).
 - iv. The host supervisor's short curriculum vitae (2 pages maximum, including up to 10 major supporting grants in the 5 past years and/or those being of specific interest for the support of the candidate's project).
 - v. The host supervisor's list of publications (3 pages maximum, with the 10 most important/relevant for this application listed first - abstracts should not be included).
 - vi. The home supervisor's short curriculum vitae (2 pages maximum, including up to 10 major supporting grants in the 5 past years and/or those of specific interest for the support of the candidate's project).

- vii. The home supervisor's list of publications (3 pages maximum, with the 10 most important/relevant for this application listed first - abstracts should not be included).

Compliance with the required length of supporting files is mandatory. Any document longer than required will be truncated at random by ERS. Applicants are responsible for verifying that the home and host supervisors' files are in compliance with the above. If not, applicants either follow-up with the supervisors and/or truncate/compile the files until compliance is met.

- c. ERS forms should be downloaded online and sent to the home and host supervisors and referee, for completion. The latter complete, sign (mandatory) and return all documents to the applicant in a scanned pdf/jpeg or word format.
- Home Supervisor's signed release form + supporting documents.
 - Host Supervisor's signed acceptance form + supporting documents.

For the ERS/EMBO Joint Fellowship only, two supplementary supporting recommendation documents will be requested:

- Home Supervisor's reference letter.
 - Reference letter by an additional referee from the home country.
- d. Supporting documents to be uploaded online:
- Statement on salary status during the ERS fellowship by the host supervisor.
 - Statement on salary status during the ERS fellowship by the home supervisor.
 - ID digital photo in high resolution (300 dpi).
 - Scanned copy of candidate's highest degree (PhD, MD, MSc, etc.).
 - Scanned copy of applicant's ID card or passport.
 - For children under 16 years of age, a scanned copy of child/children's birth certificate(s) or family record book.

5. Selection process

- a. ERS research fellowship programmes are under the responsibility of the ERS Science Council, which is under the accountability of the ERS Executive Committee. The latter is accountable for the final endorsement following recommendations made by the Science Council. In order to keep a high standard of applications and quality of the proposed research projects, ERS is strictly enforcing these management rules.
- b. ERS award fellowships to applicants based on scientific merit. To achieve this, selection is made by in-depth review of the applications and supported documents by ERS experts. Final selection will be passed on to ERS Science Council for validation. The final endorsement will be made by ERS Executive Committee.
- c. ERS Experts are selected on the basis of excellence in their respective fields (expertise and experience). To prevent any conflict of interest, ERS ensures that experts who take part to the review process do not participate to the interview process and *vice versa*. For jointly funded fellowships, requirements may include experts from the co-funding organisation, either for the whole process or for one of the two steps, in agreement with ERS Research Director.
- d. Experts' task and responsibility are to assess the research project and supporting documents based on criteria provided below.
- i. Scientific merit
 - ii. Quality of candidate (*background, qualification, career plan, etc.*)
 - iii. Relevance & innovativeness (*originality, added value, relevance to the career development*)
 - iv. Quality (*strength and weaknesses, 3Rs, plans, timelines, deliverables, methodology, etc.*)
 - v. Quality of Host Supervisor/unit for the project
 - vi. Quality of Home Unit (*current gap, availability of funds/facilities/resources, plan for transferring knowledge, value/benefits for the home institute, etc.*)
 - vii. Realism and feasibility of the project
 - viii. For the ERS PAH Fellowships Programme *supported by an unrestricted grant by GSK* details on any clinical training should be highlighted in the proposal
- e. Experts grade each criterion as following:

- 10 – Excellent, should be automatically funded
- 9 – Very good, should be funded with highest priority
- 8 – Very good, should be funded with priority
- 7 – Good, should be funded with priority
- 6 – Good, should be funded
- 5 – Good, could be funded with lesser priority. Put on reserve list
- 4 – Average, put on the reserve list
- 3 – Average, probably not funded
- 2 – Poor, probably not funded
- 1 – Poor, should not be funded

The median is calculated on the score provided by each expert. An average grade is also established from which a ranking order is established. The final ranking will be submitted to ERS leadership for endorsement.

- f. No distinction will be made between candidates on the basis of gender, ethnic origin, sexual orientation, religious or political beliefs.
- g. Assessments are strictly confidential and will not be shared outside of ERS, or to the candidates themselves.
- h. Appeals are not considered unless formal mistakes have been made by the ERS.

6. Stipend & Allowance

6.1. Calculation

- a. ERS short-term fellowships encompass a living stipend, a child allowance and a travel grant.
- b. The living stipend cover costs related to food, accommodation, transportation, etc. The monthly rate vary per host country, see table 1. The living stipend is set in order to enable the stay in the host country only. The rate should be sufficient for covering the monthly living needs.
- c. The stipend is for living in the host country during the fellowship. It is not for covering costs in the home country during the fellowship. Fellowship recipients are responsible for making separate arrangements to manage expenses in their home country during their fellowship abroad (rent, mortgage, taxes, insurances, etc.).
- d. A child allowance is provided per child under the age of 16 years old, based on birth certificate provided in the application form.
- e. A one off lump sum travel grant of €200 is granted for distances between host and home units below 5,000km. This amount is of € 400 for scientifically developing countries. For distances above 5,000km the travel flat rate is of €700 and €1'200 for fellowship recipients coming from scientifically developing countries. There is no travel support for family members – wife, husband, partner, children, etc.
- f. When the fellowship recipient is already at the host institute or in the host country, travel support is not granted.
- g. The currency used for ERS fellowships is the EURO (€). Fellowship instalments are in EURO, no matter of the home and host countries.

6.2. Deductions

- a. Any income to be received during the fellowship from the host, the home or other funding organisation (salary, funding, travel grant, etc.) has to be reported into the application. ERS will deduct the amount received by the home, the host or other funding organisations from the fellowship living stipend.
- b. Exception is for financial support provided by the home/host unit or other funding source for covering obligatory health and safety insurances, legal and social security insurances, pension schemes and child support. In this case, financial support is allowed without deduction.
- c. Fellowships cannot run concurrently with other awards, funds, grants, fellowships, etc. received during the same period.

- d. In order to avoid duplication of expenditure, particularly with national-funding sources, ERS requires a declaration of any other grant, award and/or contribution received (travel, subsistence, fees, etc.).
- e. ERS does not provide bench fees nor any other contribution to the costs of the research or any other financial support for health, social security and safety schemes, and taxes during the whole fellowship. ERS has not liability on these matters.

6.3. Fellow's responsibility (insurance, taxes, etc.)

- a. Fellowship recipients are neither agents nor employees of ERS. ERS accepts no liability for fellowship recipient's wrongdoing actions or activities in respect to health or safety, insurances, and taxes.
- b. It is the fellowship recipient and the home/host supervisor's responsibility to find a mutual agreement on aspects cited above and on the fellowship recipient's status and other national requirements for the duration of the fellowship at the host unit.
- c. ERS is not providing any medical, accident, social insurance coverage and support.
- d. The fellowship recipient is fully responsible to ensure that he/she and the accompanying family members staying at the host country for the duration of the fellowship are covered with social security, medical, accident schemes and other necessary schemes where applicable, and are provided with the adequate level of protection. As a suggestion, the fellowship recipient could look at the coverage provided for local researchers holding a similar position.
- e. ERS is a not-for-profit organisation. ERS fellowships have no tax privileges. It is the responsibility of the fellowship recipient to pay any tax which may be levied upon him/her by the appropriate national authority.

6.4. Subsistence and travel

Subsistence rates mentioned below are indicative and subject to change. The subsistence rates depend on the yearly ERS fellowship budget and the variable inflation, exchange rates and the cost of living in the host country.

Table 1 - Subsistence rates

| | Australia | Austria | Belgium | Canada | Denmark | Finland | France | Germany | Greece |
|---|-----------|---------|---------|--------|---------|---------|--------|---------|--------|
| Subsistence monthly rate | 3,400 | 2,800 | 2,800 | 2,900 | 3,400 | 3,200 | 2,800 | 2,800 | 2,380 |
| Child allowance monthly rate per child | 280 | 290 | 260 | 280 | 285 | 248 | 263 | 280 | 253 |
| Currency | EURO | EURO | EURO | EURO | EURO | EURO | EURO | EURO | EURO |

| | Ireland | Italy | Netherlands | Spain | Sweden | Switzerland | UK | USA | Other |
|---|---------|-------|-------------|-------|--------|-------------|-------|------|-------|
| Subsistence monthly rate | 3,000 | 2,750 | 2,850 | 2,500 | 3,200 | 3,800 | 3,000 | 2400 | 2,200 |
| Child allowance monthly rate per child | 275 | 280 | 270 | 260 | 280 | 390 | 280 | 263 | 220 |
| Currency | EURO | EURO | EURO | EURO | EURO | EURO | EURO | EURO | EURO |

A one off travel lump sum grant for covering travel costs between the home and host institutes of € 200 (two hundred) for distances between host and home units below 5'000km are granted. For distances over 5'000km the one off flat rate is of €700 (seven hundred), see 6.1.e.

For applicants coming from scientifically developing countries to Europe (based on the World Bank list), the one off lump sum is of € 400 (four hundred) for distances between host and home units below 5'000 km. For distances over 5'000 km the lump sum is of € 1'200 (one thousand two hundred), see 6.1.e.

7. Reporting requirements & ERS Fellows

7.1. Fellowship reporting

- a. Once the Fellow has completed the Fellowship, both the Fellow and the Host Supervisor are expected to submit within 3 months of the end of the Fellowship, an administrative and scientific end-of-project report and a completed ERS Fellowship questionnaire.

7.2. Publications

- a. Both the fellowship recipient and the host supervisor should acknowledge ERS support in any publication or outcome related to the fellowship. Should the fellowship be cofounded with another organisation, the acknowledgement should have ERS and the cofounding partner.
- b. Both the fellowship recipient and the host supervisor should record and update ERS on any publication activity and other outcome resulting from the fellowship, within 2 months after the publication.
- c. Publications of project's results in the official journals of the society, in particular in the ERJ, are encouraged.

7.3. Association of ERS Fellows

- a. Successful candidates will be recognised through the Association of ERS Fellowships. Upon submission of the end-of-project report, the fellowship recipient is eligible to join the exclusive group of peers.
- b. The directory provides a unique and invaluable resource of addresses, current professional activities, fellowship subjects and host institutes. It enables members to identify and contact colleagues. It may also serve as a useful recruitment pool.
- c. A short *résumé* on the fellowship experience will be required and posted on the ERS Website <http://dev.ersnet.org/502>.
- d. Fellowship recipients are encouraged to engage in ERS activities through Assemblies, ERS Junior Members (JMC) as well as attending sessions and events at the yearly ERS International Congress.
- e. ERS provides educational courses for continuous professional development <http://www.ersnet.org/education.html>.