

Applicant Handbook

EACR Travel Fellowship Programme

This 'Applicant Handbook' should be read thoroughly before an application is submitted to the EACR Secretariat. It will help you to write your application, and enable you to understand the terms and conditions of the Programme. Any queries after reading the Handbook should be directed to Roger Doxat-Pratt – Roger.Doxat-Pratt@nottingham.ac.uk.

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1. What is the EACR Travel Fellowship Programme?

- 1.1 The EACR Travel Fellowship Programme is specifically designed to assist early career researchers to advance their research.
- 1.2 Funding awards are made to support visits to work in centres of excellence, or to support attendance at specialised practical workshops and courses.
- 1.3 The EACR Travel Fellowship Programme is co-sponsored by Worldwide Cancer Research.
- 1.4 Researchers who are based **outside of** Europe will only be considered for visits to a country **within Europe**.
- 1.5 Projects will be considered that will advance research on the basis of technical exchange.
- 1.6 Visit length is usually between two weeks and three months (unless the visit is for a practical workshop).
- 1.7 The value of each award is normally up to 2500 Euros.
- 1.8 Funding is given to support specific financial requirements for the trip. This includes travel and accommodation, but does not include meals or general living costs.
- 1.9 The EACR Travel Fellowship Programme is intended to support visits to a country other than the one where the applicant is currently based.
- 1.10 The EACR Travel Fellowship Committee sets a limit on the number of awards that can be made for projects outside Europe.
- 1.11 The EACR Travel Fellowship Programme does not support attendance at scientific meetings or conferences.

2. Who can apply for an EACR Travel Fellowship?

- 2.1 Applicants must have held a valid membership of the EACR for at least twelve months prior to submission.
- 2.2 Only members who are PhD students or who have less than four years post-doctoral experience in cancer research are eligible to apply.
- 2.3 Exceptions may be made only in the case of researchers who have had a professional break, such as illness or parental leave.
- 2.4 No more than one EACR Travel Fellowship may be awarded to each individual member.

3. Match funded applications

- 3.1 Where a longer visit is preferred, the EACR Travel Fellowship Programme will consider match funded applications, where EACR Travel Fellowship funds are equally matched by another funding organisation. The EACR Travel Fellowship contribution in this instance will not exceed 4000 Euros.
- 3.2 Match funding must already be secured prior to submission of an application.
- 3.3 Full details of the match funding arrangements must be included with an application, including any appropriate documentation.
- 3.4 The EACR will contact the co-funding organisation.
- 3.5 Match funded projects may comprise two separate periods of research collaboration.

4. How are applications assessed?

- 4.1 Travel Fellowships are evaluated throughout the year, so there are no application deadlines.
- 4.2 All applications will be rigorously assessed by the Travel Fellowships Committee. The committee is comprised of current researchers who represent a range of topics within cancer research.
- 4.3 Applications will be evaluated on their merit across a number of areas:
 - Suitability of the host lab or workshop.
 - Value for the applicant's research and publications.
 - Benefit to the applicant's home lab / institute.
 - Financial feasibility of the project.
 - Overall contribution to cancer research in Europe.
- 4.4 Applications are sent to the Travel Fellowship Committee once a week.
- 4.5 Applicants will normally be informed of the outcome within ten working days of the application being sent to the committee.

5. How to apply: completing the application form

- 5.1 All sections of the application form must be fully completed unless specifically stated.
- 5.2 The **'Degrees'** section must include all academic degrees in the following format: level, speciality, completion date.
- 5.3 The **'Cancer research experience'** section is intended to be brief, and requires only a short description of positions held.
- 5.4 All **publications** must be fully referenced and the details should be carefully checked for accuracy.
- 5.5 The **'Host contact'** should be the person responsible for receiving the applicant, and should include their position and email address. The EACR will contact the host of successful applicants.
- 5.6 **'Purpose of visit'** should be a short section outlining the basic reason for the trip.
- 5.7 The **'Proposed dates of visit'** may be provisional at the time of application, but they should be precise (*i.e. 1 January 2015 – 28 February 2015*). Successful applicants will be asked to confirm their finalised travel dates prior to the visit.
- 5.8 Full detail and explanation of the project should be included in the **'Funding proposal'**. Try to keep this section to less than 500 words (1 page). Show how the project will advance your own research.
- 5.9 The **'Total amount requested'** should usually not exceed €2500. The committee requires an exceptional reason to award more than €2500.
- 5.10 **'Financial breakdown'** should show how you propose to use the funds requested. This section must include a level of detail to support your request, *i.e. Round trip flights – LHR to SEA (British Airways), or Accommodation – 10 nights at Orchard Hotel, Nottingham. Single ensuite room.*
- 5.11 If you have applied, or intend to apply to other funding bodies, then please record full details in the section **'Other funding applications'**. This should include the amount requested, and a link to the organisation website. If you do not intend to receive additional funding for your visit then this section should be left blank.
- 5.12 If you have applied for match funding from another organisation, then full details must be included in **'Match funding details'**. Refer to section 3 for further information on match funding. If you have not applied for match funding then this section should be left blank.
- 5.13 Every application requires the details of two **'Application Endorsers'** who are EACR members. This section will not be referred to in evaluating the application. In the instance that you are not aware of other EACR members, you can request assistance from Roger Doxat-Pratt at the EACR Secretariat.
- 5.14 You must include your **signature** and the **date** that you have signed the application form. By signing the form, you agree with the statement of integrity defined under the heading 'Confirmation'.

6. How to apply: submitting an application

- 6.1 As there are no application deadlines, adequate time should be allowed between application submission and the proposed travel dates.
- 6.2 An EACR Travel Fellowship Application is comprised of three documents: an **application form**, a **letter of support** from the home institute, and a **letter of invitation** from the host institute.
- 6.3 The **letter of support** should be completed by the applicant's supervisor, or equivalent, and should make specific reference to the EACR Travel Fellowship Programme.
- 6.4 The **letter of invitation** should refer to the proposed project.
- 6.5 Any documentation relating to funding should be sent as part of your application.
- 6.6 Please do not submit any additional documentation (i.e. Curriculum Vitae) as these will not be evaluated by the Travel Fellowship Committee.
- 6.7 All documents should be sent in PDF format via email to Roger Doxat-Pratt at the EACR Secretariat.

7. Reports from successful applicants

- 7.1 Successful applicants must submit a report of 350 – 750 words to the EACR following the visit.
- 7.2 Reports must be submitted within two months of the end date of the visit.
- 7.3 The EACR may use material from Travel Fellowship reports on the EACR website, EACR Yearbook, social media and other promotional materials. If you have any concerns about the use of your material please tell us.
- 7.4 At least three bright, clear photographs should be sent to accompany the report.
- 7.5 Reports should be submitted according to the specifications detailed in the 'EACR Report Guidelines' document that is sent to all successful applicants.

Appendix 1: Terms & Conditions

- i. Awarded funds must be returned in full if for any reason a successful applicant is unable to complete the planned trip.
- ii. The EACR is unable to 'top up' applications in the instance that actual cost of travel exceeds the funding received.
- iii. Under no circumstances is an EACR Travel Fellowship transferable to another person.
- iv. EACR Travel Fellowship funds can only be used to support the trip specified in the 'visit details' section of the application form. Successful applicants must seek agreement from the EACR if any details change after the application has been submitted.
- v. The EACR may request a partial return of funds in the event that a successful applicant undertakes a shorter trip than the one detailed in the application form.
- vi. A Travel Fellowship report must be submitted within two months of the end date of the visit.
- vii. Unsuccessful applicants may not submit a new application within 12 months of their initial application.
- viii. Unsuccessful applicants may not reapply for an EACR Travel Fellowship using the same project.
- ix. Signed applications confirm that all details are correct to the applicant's best knowledge.

Application checklist:

- ✓ **Application form**
- ✓ **Letter of support from home institute**
- ✓ **Letter of invitation from proposed host institute**
- ✓ **Documents relating to other funding (if applicable)**