

ERS Long-Term Research Fellowships 2017

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1. Introduction

- a. ERS Long-Term Research Fellowship (LTRF) 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. They are awarded based on scientific merit.
- c. ERS Long-Term Research Fellowships are between 6 months (minimum) and 24 months (maximum). However, some programmes are limited to 12 months, see Chapter 4.
- d. ERS Long-Term Research Fellowships (LTRF) aim to foster knowledge and collaboration between units in different countries (Europe mainly).
- e. ERS Long-Term Research Fellowships (LTRF) are intended to advance and to develop skills in basic, clinical or translational research. The research project may involve basic experimental studies, clinical investigations, epidemiology or any other research area relevant to respiratory medicine. Applicants are encouraged to include a training component within their research project.
- 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 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, PhD-Student). 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 Long-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 Long-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 Long-Term Research Fellowship.

- a. Candidates must be ERS members or hold a joint membership when affiliated with their respective respiratory national or regional society.
- b. Candidates with a national or regional society membership can obtain a joint membership with ERS through their respective national or regional society. To proceed candidates should contact their national or regional society who will do the necessary and coordinate the joint affiliation with the ERS directly.
- c. The list of societies the ERS has an agreement with can be found on the ERS website : <https://www.ersnet.org/the-society/membership/ers-partnerships-with-national-societies>
- d. Candidates with no membership at all, can subscribe to an ERS membership online. Please go online on MyERS <https://my.ersnet.org/> for further information.

Candidates should make sure that their ERS membership status is active when submitting their application.

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 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 encouraged (see Chapter 3). 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.

2.7 Selection of the host institute

- a. Before applying for a Long-Term Research Fellowship (LTRF), 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/any permission* required by the regulatory body/bodies **before** the start of the fellowship.

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

* whenever applicable

2.9 Timing & Duration

a. Start date

- a. ERS will notify successful candidates in May 2017. Fellowships could start from August 2017. The last date for starting a fellowship should be early June 2018.
- b. 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.

b. Duration

- a. ERS Long-Term Research Fellowships' duration is between 6 and 24 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 Scientific Council reserves the right to reduce this period depending on the content of the submitted project.

c. 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 the ERS once submitted.
- c. If any reduction is accepted by the 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 Long-Term Research 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. The 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 the ERS at the earliest. Fellowships that terminate prematurely should be notified promptly to ERS and related fund reimbursed.
- f. In case of a problem, fellowship recipients should report to the ERS, who will contact the host supervisor accordingly. If in the mid-term report (see Chapter 5) fellowship recipients indicate unsatisfactory support with regard to supervision, ERS will contact the fellow and the host supervisor directly to see what may need to be improved. The ERS office will follow-up 2 months later by contacting the fellowship recipient and the host supervisor, asking for written confirmation that the matter has been resolved. In extreme circumstances the ERS might 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 a fellowship already granted.

3. Fellowships on offer

The application form is the same for any fellowship programme. Applicants are not required to select a programme; this will be done by the ERS based on applicant's profile matching with programmes on offer.

#	Fellowships programmes on offer	Mobility
1	Standard	From Europe/overseas to Europe* (except for Scientifically Developing Countries).
2	International	From Europe to overseas (except Canada, see ERS/CTS programme).
3	Scientifically Developing Countries	<ul style="list-style-type: none"> • For low income country applicants (Europe and overseas) to Europe. • From a country with a scientific respiratory gap (Europe or overseas) to Europe.
4	Child Lung Health (Paediatrics)	From and to Europe*, and from scientifically developing countries to Europe.
5	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, Luxembourg,

		Netherlands, Norway, Poland, Portugal, Switzerland, Slovak Republic, Slovenia, Spain, Sweden, Turkey, United Kingdom).
6	ERS jointly funded fellowship with the Asociación Latinoamericana de Tórax (ALAT)	From Latin America (Spanish/Portuguese speaking countries) to Europe, and from Europe to Latin America (Spanish/Portuguese speaking countries).
7	ERS jointly funded fellowship with the Canadian Thoracic Society (CTS) - Peter Macklem Joint Fellowship	From Canada to Europe for a duration of 12 months (applicants based in Europe applying for a host in Canada should apply via the CTS website, see point 3.8).
8	ERS jointly funded fellowship with the Sociedad Española de Neumología y Cirugía Torácica (SEPAR)	From Spain to Europe* or from Europe* to Spain.
9	ERS jointly funded fellowship with the Société de Pneumologie de Langue Française (SPLF)	From France to Europe* or from Europe* to France. From scientifically developing country to France.

*host country different from home country

In addition to the basic requirements detailed in Chapter 2, eligibility and applications' requisites are detailed below.

3.1 Standard

- Candidates should be scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD, SPHD-Student related to the respiratory field.
- 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.
- Applicants should hold an active ERS [membership](#).

3.2 International

- Candidates should be scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD, PhD-Student related to the respiratory field.
- Open to candidates based in Europe. The host unit should be based overseas/outside of Europe.
- Applicants should justify why the research project cannot be completed or attained in a European institute, and why going abroad is essential.
- 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.
- Applicants should hold an active ERS [membership](#).

3.3 Scientifically Developing Countries

- Candidates should be scientists, physicians or qualified allied health professional (non-MD) with MD, MSc, PhD, MD-PhD, PhD-Student related to the respiratory field.
- Applicants should be based in a scientifically developing country (source [World Bank](#)) and going to Europe, or be based in a country in Europe with a scientific gap in the respiratory field going to another country in Europe (EU, EEA).
- This programme is for applicants with no or little opportunity to get education or training in the respiratory field in their home country.
- This programme is for candidates from countries with respiratory research gaps and needs, which can be considered as developing from a scientific perspective.
- 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. Applicants should hold and active ERS [membership](#).

3.4 Child Lung Health (Paediatrics)

- a. This programme is for MDs undergoing specialist clinical training in child lung health (respiratory diseases) who want to develop new research skills in this area, with a keen interest to pursue an academic paediatric career.
- b. Fellowships are for basic or translational research projects. Applicants should be lung health paediatricians from a health care setting with an identified specific, significant need/gap in paediatric respiratory medicine and research.
- c. Open to any national. Applicants should be based in Europe or in a Scientifically Developing Country with scientific gaps and needs in child lung health (respiratory diseases). The host unit should be in Europe / in another European country (EU, EEA).
- d. Applicants from overseas whose country is not from a scientifically developing country (source [World Bank](#)) are not eligible.
- e. Applicants should justify in the project description why the research project cannot be completed or attained at their home country/institute and why going to the identified host unit in Europe is essential.
- f. 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.
- g. Applicants should hold and active ERS/national society [membership](#).

3.5 ERS/EMBO respiratory and 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. Applicants should hold an active ERS [membership](#).
- c. 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.
- d. Open to any national. Candidates should be based in Europe, going to another European country. Either home or host should 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).

3.6 ERS/Asociación Latinoamericana de Tórax (ALAT)

- a. This jointly funded fellowship aims to build capacity and expertise in any area of respiratory health, medicine and science.
- b. Open to any national based in Latin America (Spanish/Portuguese Latin America speaking countries) going to a European country, or Europe-based or overseas-based going to Latin America (Spanish/Portuguese Latin America speaking countries). Applicants should hold an ALAT and/or active ERS [membership](#).
- c. 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, PhD-Student) and have appropriate scientific, medical and/or professional qualifications and experience.
- d. Maximum project duration: 12 months.

- e. 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.

3.7 ERS/Canadian National Society (CTS) Peter Macklem fellowship (Canada to Europe)

- a. This fellowship aims to build capacity and expertise in any area of respiratory health and promote excellence in research.
- b. Applicants must be currently engaged in pulmonary research or clinical pulmonary practice.
- c. 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, PhD-Student) and have appropriate scientific, medical and/or professional qualifications and experience.
- d. Maximum project duration: 12 months.
- e. Open to any national. Applicants should be based in Canada going to a European country and should hold an ERS and/or a CTS active [membership](#).
- f. Applicants based in Europe and going for a host unit in Canada should apply via the CTS website, see box below.

Please note that the CTS/ERS Peter Macklem Joint Fellowship scheme with the Canadian Thoracic Society (CTS) and the Canadian Lung Association (CLA), **fund one European-based candidate to go to Canada**. The CTS Fellowship and Studentship Competition Guidelines apply in that case. Please refer to the CLA/CTS website Research section available via: http://www.lung.ca/cts-sct/research-recherche_e.php#PMFA

3.8 ERS/Sociedad Española de Neumología y Cirugía Torácica (SEPAR)

- 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, PhD-Student) and have appropriate scientific, medical and/or professional qualifications and experience.
- c. Maximum project duration: 12 months.
- d. Open to any national. Applicants should either be based in Spain and going to another European country (EU, EEA); or be based in Europe or overseas and going to Spain. Applicants who are resident in Spain must hold an active SEPAR and/or ERS active [membership](#).

3.9 ERS/Société de Pneumologie de Langue Française (SPLF)

- a. This jointly funded fellowship aims to build capacity and expertise in any area of respiratory health, medicine and science.
- b. Applicants should hold an ERS and/or SPLF [membership](#).
- c. 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, PhD-Student) and have appropriate scientific, medical and/or professional qualifications and experience.
- d. Maximum project duration: 12 months.
- e. Open to any national. Applicants should either have the home or host institute located in France. Applicants should be based in France and going to another European country (EU, EEA), or be based in Europe and going to France. Additionally, this fellowship is opened to applicants based in a scientifically developing country (source [World Bank](#)) going to a host institute in France.

- f. 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.

3.10 Summary of eligibility requirements

Fellowship programmes	Required University degree in respiratory field	Profile	Open to all nationalities, European & non-European based	Going to Europe	Going outside of Europe/oversea	Mandatory return to Home Unit
Standard*	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	YES	YES	NO	NO
International	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	For Europe based applicants only	NO	YES	YES
Scientifically developing countries (SDC)	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	YES but refer to the section	YES	NO	YES
Child Lung Health	MD	MD undergoing specialist clinical training in child lung health (respiratory diseases)	YES + SDC	YES	NO	YES
ERS/EMBO	MD, MSc, PhD, MD-PhD or equivalent	Scientific, medical, qualified healthcare professionals	Home or host must be EMBC member state	YES	NO	NO
Asociación Latinoamericana de Tórax (ALAT)	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	Based in Latin America only	YES	YES	YES
CTS (Canada)	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	Based in Canada and going to Europe	YES	NO	NO
SEPAR (Spain)	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	YES	YES	NO	NO
SPLF	MD, MSc, PhD, MD-PhD, PhD-Student or equivalent	Scientific, medical, qualified healthcare professionals	YES + SDC	YES	NO	YES

4. Application Guidelines

4.1 Online platform

- Applications and all supporting documents must be submitted in English and online via the ERS Long-Term Research Fellowships webpage or via the following link <https://www.ersnet.org/professional-development/fellowships/long-term-research-fellowships>
- We advise to use the webbrowser Google Chrome for a smooth fill in of information and upload of all documents.
- An automated abstract will summarise candidates' application, based on the information provided online.

- d. The deadline for submitting applications, files and documents is on 30 January 2017. There will be no extension.
- e. Applications with missing files will not be processed for selection.

4.2 Project description

- a. 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 timeline with justification, a 3Rs plan and justification *where applicable*.
- b. When a return to the home unit is required upon fellowship completion, 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 Chapter 2.
- 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 and 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 two distinct groups of experts:
 - i. An evaluation process with in-depth review of the applications and supported documents, with scoring and shortlisting by ERS experts.
 - ii. An interview process by the ERS Working Group and Research Director with shortlisted applicants. 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. When a return to the home unit is mandatory, experts will assess additional aspects of the research proposal.
 - 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. During the interview, experts will further enquire on the above aspects as well as evaluate soft skills competencies, leadership, career vision, etc.
- 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. This list will be reviewed by the ERS Fellowships Working Group. 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 long-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	Hungary
Subsistence monthly rate	3,400	2,800	2,800	2,900	3,400	3,200	2,800	2,800	2,380	2,000

Child allowance <i>monthly rate per child</i>	280	290	260	280	285	248	263	280	253	200
Currency	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO

	Ireland	Italy	Netherlands	Norway	Spain	Sweden	Switzerland	UK	USA	Other
Subsistence monthly rate	3,000	2,750	2,850	3,400	2,500	3,200	3,800	3,000	2,400	adapted to host country's cost of living
Child allowance <i>monthly rate per child</i>	275	280	270	285	260	280	390	280	263	220
Currency	EURO	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 4.1.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, Publications & Post-fellowship

7.1 Fellowship reporting

- Both the fellowship recipient and the host supervisor are required to submit a mid-term review report and a completed questionnaire 6 months after the start of the fellowship in order to assess the project's progress. The mid-term report includes sections where the fellowship recipient will be asked to evaluate and score the host in terms of scientific and administrative support, as well as supervision.
- Within 3 months after the end of the fellowship, both the fellowship recipient and the host supervisor are required to submit an end-of-project report and a completed questionnaire.

7.2 Publications

- Publication(s) of the project's results are expected. 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.
- Publications of project's results in the official journals of the society, in particular in the ERJ, are encouraged.

7.3 Integration in ERS activities post-fellowship

- Fellowship recipients are encouraged to remain engaged in ERS activities following the end of their fellowship through Assemblies and – if applicable – the ERS Early Career Member Committee as well as by attending the yearly ERS International Congress.
- ERS also provides educational courses for continuous professional development (<http://www.ersnet.org/education.html>) as well as a wide range of activities (e.g. research seminars, task forces, etc).