

ESMO Clinical Unit Visit Fellowships GUIDELINES AND APPLICATION INSTRUCTIONS

*Applies to
ESMO Clinical Unit Visits – 6 weeks*

Please read and follow these guidelines carefully in order to ensure that your application is completed correctly and can be processed without delay.

Applicants are encouraged to start their application early due to the complexity of the online application process and to obtain the documentation needed in time.

Before you start, please consult also the [General Conditions for Fellowship Grants](#) (applicable for all ESMO Fellowships)

1. General information

- All application material must be submitted in English language only.
- Part of the application consists of completing an online application form, while some documents need to be uploaded in the online application process. Uploaded documents must be in PDF, MS Word, or MS Excel formats - PDF format is preferred in order to ensure proper conversion. Uploaded documents must be non-password protected.
- Some of the fields will be automatically filled in with your myESMO profile information – please verify the correctness of the details in these fields and update your profile in [myESMO](#) if necessary.
- Please note that in case your application form remains inactive for several minutes, you might experience a time out and the information you have entered will be lost. Therefore, please save your application form frequently while filling it in.
- To facilitate the process, we encourage you to have all details required ready at hand before you start filling in the application.
- You do not have to finish your application in one go, but can save it and return to it later.
- Do not forget to submit before midnight CET of the deadline date – applications that have been started but not submitted or incomplete applications, will not be taken into consideration.

2. How to get assistance

- Any questions, technical or about contents, must be addressed via [the online 'contact us' feature from the ESMO web site](#) (select category 'fellowship')

3. Timelines

- Applications generally open each year in December or January
- Deadlines vary depending on the type of fellowship – refer to the [Fellowship Offers webpage for details](#)
- Notification (acceptance/decline) will be sent by email 1-2 months after the deadline

4. After submission

- You can retrieve your saved not yet submitted application by returning to the online application page for the fellowship you are applying for and entering your myESMO login details.

- You cannot, however, make changes to an already submitted application. To request changes, [contact ESMO via 'contact us'](#) (select category 'fellowship') clearly stating the details you would like to change or uploading the attachment to be replaced.
- In case you wish to withdraw your application: inform ESMO immediately by email to fellowship@esmo.org stating your name, type of fellowships and your reason for withdrawal.

5. Criteria for applicants

All below criteria must be fulfilled by applicants:

- Be a Full or Junior ESMO member in good standing at the time of application – [renew your membership here](#)
- Be no older than 40 years at the time of application
- Be proficient in English
- Be an oncologist or in training to become an oncologist, with at least two years of clinical experience in internal medicine or medical, radiation or surgical oncology (experience at the expected start time of the fellowship visit) and currently engaged in cancer research or clinical oncology practice.

6. Details and documentation to be included

Some details are entered directly in the online form:

- Personal details: contact details, date of birth, country
- Details about home and host institutes
- CV details: work experience, education, personal skills and competences, publication lists (max 5 peer-reviewed articles, max 5 abstracts)

Other details must be uploaded as separate documents:

- a. Portrait photo
- b. Recommendation letter from your home institute
- c. Acceptance letter from the host institute
- d. Detailed description of fellowship programme
- e. Motivation letter

See below for more details about each element to be uploaded

a. Portrait photo:

- Must be of high quality in jpg or png format
- Will be used on the ESMO website and in presentations if fellowship is awarded

b. Recommendation letter:

Letter of recommendation from the candidate's department head/mentor or supervisor

- maximum 1 page, preferably pdf format
- must be written in English, on the institute's letter head paper and duly signed and dated
- must include the following:
 - attest the applicant's proficiency in the working language at the proposed host institute and/or in English
 - state in details that the applicant has the required work experience for the fellowship in question (see point 5 above)
 - confirm the level of institutional commitment to the applicant's career development

c. Acceptance letter:

Letter of acceptance from the person responsible for the clinical unit visit at the host facility confirming the agreement and dates for the proposed visit.

- maximum 1 page, preferably pdf format
- must be written in English, on the institute's letter head paper and duly signed and dated
- must include the following:
 - name of fellow
 - Intended start date of visit and confirmation that the fellow will carry out the fellowship at the institute
 - training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed visit (a weekly programme)
 - assurance that the host institute will provide adequate facilities and support for performance of the proposed work.
 - the reason why he/she is an ideal candidate

d. Detailed description of fellowship programme

Outline of the programme proposal including timelines. This document must include the six-week proposal in as many details as possible, and details of what the skills and knowledge the fellow will acquire during the stay.

- maximum 2 pages, preferably pdf format
- must be written in English
- should include sufficient data such as
 - aim of the visit
 - feasibility of aim of the programme and work plan
 - proposed timeline and detailed weekly planning
 - host scientific expertise in the field
 - quality of the group/supervisors
 - training goals

e. Motivation letter:

The applicant's personal motivation for seeking the fellowship in question. Must be prepared by the applicant.

- maximum 1 page, preferably pdf format
- must be written in English and signed and dated by the applicant
- must include the following:
 - personal motivation for the fellowship
 - statement of goals
 - explanation of how the acquired techniques will be used in the home institute and/or country