

GENERAL CONDITIONS FOR FELLOWSHIP AWARDS

Applies to

All types of awards within the ESMO Fellowship Programme

1. **Overview of current ESMO Fellowship Programme**

1.1. **Research Fellowships**

- 1.1.1. Translational Research Fellowship
- 1.1.2. Clinical Research Fellowship

1.2. **Educational Fellowships**

- 1.2.1. Palliative Care Fellowship
- 1.2.2. Clinical Unit Visit
- 1.2.3. Translational Research Unit Visit
- 1.2.4. European Integration Fellowship

For more details on Research Fellowships – please also refer to the corresponding web pages and the guidelines and application instructions document for each fellowship type:

1.1.1 **Translational Research Fellowships – duration 1-2 years (40,000€)**

This fellowship is open to young oncologists no older than 40 years. The fellowship provides a strong laboratory component with opportunity to work at a centre of excellence, comprehensive bench-to-bedside training in translational research – gaining support to develop specific high-quality translational research projects in oncology and helps the fellow gain valuable international experience.

The grant is initially awarded for a duration of one year and can be prolonged for an additional 12 month period. In order to apply for the prolongation, the fellow must submit a prolongation request no earlier than 6 months and no later than 8 months after the initial start of the fellowship project.

1.1.2 **Clinical Research Fellowship – duration 1 year (40,000€)**

This fellowship provides young oncologists no older than 40 years, with valuable training in clinical research at a renowned European cancer centre and supports efforts to expand professional networks through collaboration with institutions of excellence and gain necessary support to develop specific clinical research projects.

More details about the above-mentioned fellowships (Translational Research, Clinical Research):

- *These fellowships are not granted for basic training, course lectures, meetings, conferences, or similar, nor for a simple visit to an institute.*

- Applicants must contact a host institute of their choice (must be located in Europe) and develop a project proposal with the institute. This can be [an institute already listed by ESMO](#), but not necessarily.
- Recipients of these Fellowships will be invited to an Awards Ceremony held during the ESMO annual European Congress. Travel expenses to the ESMO Congress must be covered by the money received for the fellowship (first instalment), and will not be reimbursed separately.

For more details on Educational Fellowships – please also refer to the corresponding web pages and the guidelines and application instruction document for each fellowship type:

1.2.1 Palliative Care Fellowships are designed to provide oncologists or oncology fellows additional experience in palliative care training. The two programmes available are:

- Palliative Care Research Fellowship (5,000€)
1 to 3 months research at one of the ESMO Designated Centres of Integrated Oncology and Palliative Care
- Palliative Care Observation Fellowship (2,500€)
Minimum 1 month observation at one of the ESMO Designated Centres of Integrated Oncology and Palliative Care

Recipients of the Palliative Care Fellowships will be invited to an Awards ceremony held during the ESMO annual European Congress. Travel expenses to the ESMO Congress must be covered by the money received for the fellowship award and will not be reimbursed separately.

1.2.2 Clinical Unit Visit Fellowships - duration 6 weeks (5,000€)

Short educational visits of 6 weeks maximum. Opportunity for participants to acquire know-how at a European Centre of Excellence and transfer knowledge to home institute. Applicants must contact a host institute of their choice (must be located in Europe) to organise the visit. This can be [an institute already listed by ESMO](#), but not necessarily. The amount awarded covers all travel expenses, accommodation etc. for the period of the visit.

1.2.3 Translational Research Unit Visits (1,000€)

Educational events of 3-4 days for a group of around 10 young oncologists. Practical information for data interpreting and implementing new technologies. Focus on technology, project management, funding, clinician relationship and quality control. The programme is organised and proposed by ESMO Fellowship & Award Committee in collaboration with various host institutes. The amount awarded for the fellowship is to cover all travel expenses (economy class), accommodation and local transport for the period of the visit.

1.2.4 European Integration Fellowship – duration 6 weeks (5,000€)

Short educational visits, which are available only for young oncologists from certain countries. Allows participants to acquire know-how at European Centres of Excellence and transfer to home institute. The programme is organised and proposed by ESMO Fellowship & Award Committee in collaboration with a suitable host institute, based on the wish list for institute and tumour-specific area or special skill predefined by the successful applicant. The amount

awarded for the fellowship is to cover all travel expenses (economy class), accommodation and local transport for the period of the visit.

2. Time and length of fellowship

- A fellowship must be started within a year from the date of notification.
- A fellowship cannot be granted for a project that has already been started at a host institute, but will be granted only for a new project. Nor can it be granted in order to prolong an already initiated project financed by third party.
- ESMO must be notified immediately if, for any reason, a fellowship has to be terminated prematurely. Notification should be sent by email to fellowship@esmo.org and appropriate funds must be reimbursed accordingly.

3. Applications and supporting documents

- A completed application including all required documents must be submitted in English online via the application form on esmo.org on the corresponding fellowship page.
- All hand-signed documents must be scanned and included in the application, where required.
- Incomplete applications will not be processed.
- A successfully submitted application is confirmed by an automatic email. If a confirmation email has not been received within 24 hours after submission, the applicant is advised to contact the ESMO office at fellowship@esmo.org to inquire about the status of the application.

4. Applicant's eligibility

- The applicant must possess the appropriate professional qualifications and experience according to the specifications described on the [ESMO website](#) under each fellowship type.
- The applicant must currently be engaged in cancer research or clinical oncology practice.
- To permit effective communication at the host institute, the candidate must have adequate fluency in English.
- All fellowships in the programme may only be awarded once to any individual. Individuals are eligible to apply for each of the different types of fellowships offered by ESMO.

5. Host institutes

- ESMO provides a list of [host institutes](#) willing to host ESMO fellows. Applicants are not restricted to this list and are able to contact other institutes – within Europe - that may more closely match their fellowship requirements. However, for the Palliative Care Fellowship, the fellowship must be at an [ESMO Designated Centre of Integrated Oncology and Palliative Care](#)
- It is not possible to carry out a fellowship in one's home institute, such applications will be disregarded.
- While it is possible to apply for a fellowship in the same country but at a different institute than one's home institute, this is not encouraged. The idea of the fellowship programme is

to gain experience in another country and bring home that experience as well as the networking aspects deriving from the fellowship, which can be both on the individual but also on institute level. Therefore, in cases where there are applications of similar quality but one takes place in the applicant's home country, the latter will receive lower priority in the final selection.

6. **Selection process and criteria**

- The selection of fellows is made on the basis of scientific and expert evaluation of the application and proposed project, as set out by the candidate in the project description. Please refer to the web [page describing each fellowship type](#) for more details about how the selection criteria is weighted.
- The members of the ESMO Fellowship & Award Committee (or the ESMO Palliative and Supportive Care Working Group in the case of the Palliative Care fellowships) carry out the task of reviewing applications. Their assessments are strictly confidential and cannot be divulged outside ESMO, or to the applicants themselves. Their decisions are final and cannot be appealed.

7. **Fellowship funds**

- The amount of the Fellowship is intended to cover all travel and accommodation and living costs for the duration of the fellowship period abroad.
- In the case of the long-term research fellowships and the Palliative Care Fellowships, where fellows are invited to an Awards Ceremony during the annual ESMO European Congress, travel and accommodation costs for attending the congress should also be paid from the amount of money awarded, and will not be reimbursed separately.
- For fellowships of one year or more, the grant is paid in smaller instalments over the period, first instalment shortly after receipt of the fellowship agreement and subsequent instalments upon receipt of quarterly reports (see point 9 on reporting)
- The amount awarded may not completely cover all travel expenses, nor are they to be seen as a normal salary.
- Costs for visa, passports, airport taxes etc. are the responsibility of the fellows, and will not be reimbursed. The fellowship does not cover medical care, insurance or taxes or provide support for accompanying dependents (see terms and conditions point 8)

8. **Terms and conditions**

- **Insurance:** ESMO Fellowship Award recipients and their dependents are not insured by ESMO either for medical expenses or for accidents that may occur during travel to and from the host institute and their place of residence, or during their stay. During the fellowship, ESMO is not liable for the actions, activities, health, or safety of the fellows or their dependents. In their own interest, award recipients are advised to ensure that they, their dependents, and the institution hosting them have the necessary insurance coverage.
- **Taxes:** ESMO is a non-profit organisation, and therefore it is the responsibility of the individual fellow to pay any taxes that may be required by their home or host country with respect to the fellowship.

- **Work permit:** in case a work permit is needed in the host country, this is the responsibility of the fellow in collaboration with the host institute.
- **Agreement:** For long-term fellowships, the fellows will be required to fill in and sign an agreement (also to be signed by the host institute and ESMO COO) in order to acknowledge agreement to the terms and conditions of the awarded fellowship.

9. **Reporting**

- Clinical and Translational Research Fellowships fellows are required to submit intermediate summary reports on the progress of the research project after every 3 months and a final report on completion of the research fellowship to ESMO. These reports must be signed by the fellow and the mentor at the host institute. The final report is made available online under ESMO Career Development, [Awardees and Reports](#).
- For the shorter educational fellowships, a report is required no later than one month after the end of the fellowship. These reports will be placed on the ESMO website in the section Awardees and Reports.

10. **Publications resulting from an ESMO Fellowship**

- All abstracts, publications and presentations resulting from the Research Project supported by ESMO must contain the following acknowledgment: “This Research Project was supported by ESMO with the aid of a grant from X [Name of Sponsor]. Any views, opinions, findings, conclusions, or recommendations expressed in this material are those solely of the author(s) and do not necessarily reflect those of ESMO or X” and a copy of any manuscript or other publication should be sent to ESMO and the Sponsor.
- As a priority you are invited to consider publishing the results deriving from the ESMO sponsored Fellowship in *Annals of Oncology*, ESMO’s Journal. Should the article be refused by ‘Annals of Oncology’ the Fellow may forward their article to another journal.
- Instructions on how to submit your paper to Annals of Oncology can be found on the Oxford University Press website [here](#)