ESMO Research Fellowships
GUIDELINES AND APPLICATION INSTRUCTIONS

Please read and follow these guidelines carefully 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, or MS Word - PDF format is preferred in order to ensure proper conversion. Uploaded documents must be non-password protected.
- The name of all uploaded documents must include the last name of the applicant.
- CV and project proposal must be uploaded using the templates provided. Applications not using the templates will be rejected.
- Some of the fields will be automatically filled in with your myESMO profile information – please verify the correctness of the details in these field and update your profile in myESMO if necessary.
- You do not have to finish your application in one go but can save it and return to it later. Please note that if the application page remains inactive for a long time the web session expires and you may lose your data – please save your data at regular intervals to avoid this.
- 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.
- Once you have submitted your application you will receive a confirmation email – if you do not receive this, please contact fellowship@esmo.org.

2. How to get assistance

- Any questions, either technical or about the fellowship, must be addressed via the online 'contact us' feature from the ESMO website (select category 'fellowship')

3. Timelines

- Please refer to the Fellowship Offers webpage for details on the application deadline.
- Notification (acceptance/decline) will be sent by email approximately 2 months after the deadline, but this may vary and is dependent on the number of applications received.

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.
- No changes can be made 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.
- Once you have submitted your application you will receive a confirmation email – if you do not receive this, please contact fellowship@esmo.org.

5. Criteria for applicants

All below criteria must be fulfilled by applicants:
- Be an 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
- Fulfil the experience criteria at the expected start time of the fellowship project: be a fully qualified oncologist (or in advanced phase of training) with experience in medical, radiation, or clinical oncology 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
- Other details must be uploaded as separate documents:
  a. CV including list of publications and presentations
  b. Motivation letter
  c. Research proposal, including research strategy, aims and timelines
  d. Acceptance letter from the host institute
  e. Recommendation letter from your home institute

See below for more details about each element to be uploaded

a. CV:
- must be submitted using the template supplied on the application page.
- should be no more than three A4 pages
- List of publications and presentations
  – these should be numbered and the list should not exceed one and a half A4 pages
  – publications should be limited to the top 5 in terms publications and include a short statement (no more than 2 sentences) explaining why you have selected these and the impact they have had on your work.
  – Publications should be full publications - not abstracts or communications
  – presentations should be limited to the last five years.

b. Research proposal
- a detailed research proposal must be submitted using the template provided.
- must be prepared by yourself and the supervisor at the host institute.
- this includes the research project title, project abstract, specific aims, timelines and research strategy.
- more details and word limits are shown on the template.

c. Motivation letter:
- this should describe the applicant's personal motivation for applying for the fellowship.
- this should be a maximum of 2 pages in Arial Narrow size 11 or plus, with 1.5 line spacing, 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 project goals
  - explanation of how the acquired techniques will be used in the home institute and/or country

d. Acceptance letter:
- letter of acceptance from the person responsible for the project at the host institute confirming the agreement and dates for the proposed project.
- maximum 1 page, preferably pdf format
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
  - name of fellow and title of proposed project
  - intended start date of project and length of fellowship
  - assurance that the host institution will provide adequate facilities and support for performance of the proposed work, including intended structure of the mentor/investigator interaction during the proposed project

e. Recommendation letter:
- letter of recommendation from the applicant's department head/mentor or supervisor at their home institute.
- maximum 1 page, preferably pdf format.
- must be written in English, on the institute's letter head 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 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
  - the reason why he/she is an ideal candidate for the fellowship