

GENERAL CONDITIONS FOR FELLOWSHIPS

Applies to

All fellowships within the ICF and ESMO Fellowship Programme

1. Overview of current ESMO Fellowship Programme

1.1. Research Fellowships

- 1.1.1. Research Fellowship
- 1.1.2. José Baselga Fellowship for Clinician Scientists

1.2. Educational Fellowships

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

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

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

This fellowship is open to young oncologists no older than 40 years. The ESMO Fellowship Committee will select the type of fellowship (translational or clinical) based on the submitted project.

Focus on Translational

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. 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.

Focus Clinical

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 fellowship:

- *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 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.*

1.1.2 José Baselga Fellowship for Clinician Scientists – duration 3 years (200,000 euros)

This fellowship has a duration of three years and will provide 200,000 euros to supplement the salary of one fellow for the entire duration of the fellowship.

More details about the fellowship:

- The fellowship must take place at a European institution and fellows are expected to spend at least 50% of their time on a research project.
- Applicants must submit a research proposal, including research strategy, aims and timelines (a template is provided on the application page).
- ESMO will offer the fellow free registration to the ESMO Annual Congress and to any other meetings which are relevant to the area of their research

1.2.1 Palliative Care Fellowship is designed to provide practising oncologists additional experience in palliative care training.

Palliative Care Observation Fellowship (3,000€)

Minimum 1-month observation at one of the ESMO Designated Centres of Integrated Oncology and Palliative Care

A list of Designated Centres can be found on the ESMO website [here](#).

Recipients of the Palliative Care Fellowships attending the ESMO annual European Congress will be invited to an Awards ceremony held during the Congress. Travel expenses to the ESMO Congress will not be reimbursed separately.

1.2.2 Clinical Unit Visit Fellowships - duration 8 weeks (6,000€)

Short educational visits of 8 weeks. Opportunity for participants to acquire know-how at a Centre of Excellence and transfer knowledge to their home institute. Applicants can contact a host institute of their choice to organise the visit. A list of institutes can be found on the ESMO website [here](#) but applicants can choose centres not on this list. Alternatively, candidates can propose an institute and host that they would like to visit.

The amount awarded covers all expenses for the period of the visit, e.g. accommodation and general living expenses. In addition to the fellowship award, the cost of travel to and from the host institute country will also be covered by ESMO (economy flight and in accordance with ESMO travel policy).

1.2.3 Translational Research Unit Visits (1,000€)

Educational events of 2-4 days for a group of around 10 young oncologists, giving practical information on interpreting data and implementing new technologies.

This fellowship focuses on technology, project management, funding, clinician relationship and quality control. The programme is organised by ESMO 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.

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 and will only be granted for a new project. Nor can it be granted 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 or the local language.
- 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 the ICF.

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 that may more closely match their fellowship requirements.

6. Selection process and criteria

- The selection of fellows is based on 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.

7. Fellowship funds

- The amount awarded for each Fellowship is intended to cover all accommodation and living costs for the duration of the fellowship period – please refer to the specific fellowship for details.
- 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/ICF fellowship recipients and their dependents are not insured by ESMO or the ICF, 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 and the ICF are not liable for the actions, activities, health, or safety of the fellows or their dependents. In their own interest, fellowship recipients are advised to ensure that they, their dependents, and the institution hosting them have the necessary insurance coverage.
- **Taxes:** ESMO and the ICF are non-profit organisations, 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 CEO) in order to acknowledge agreement to the terms and conditions of the awarded fellowship.

9. Reporting

- Research Fellowships fellows are required to submit intermediate summary reports on the progress of the research project 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](#). The timing of these reports are specified in the agreement to be completed by the fellows prior to the start of their fellowship.



- 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 and ICF websites in the section Awardees and Reports.

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

- All abstracts, publications and presentations resulting from a fellowship 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.
- All abstracts, publications and presentations resulting from a fellowship supported by the ICF must contain the following acknowledgment: “This Research Project was supported by the International Cancer Foundation (ICF). 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 the ICF” and a copy of any manuscript or other publication should be sent to the ICF.
- As a priority you are invited to consider publishing the results deriving from ESMO or ICF sponsored fellowships in an ESMO Oncology Journal which are *Annals of Oncology*, *ESMO Open* and *Immuno-Oncology Technology*. Should the article be refused by one of these journals, the Fellow may forward their article to another journal.
- Instructions on how to submit your manuscript can be found on the applicable journals website.