

## **ERA-EDTA YOUNG FELLOWSHIP PROGRAMME**

### **SHORT TERM CLINICAL FELLOWSHIPS**

#### **I. Purpose.**

The purpose of the ERA-EDTA Young Short-Term Fellowships is to support clinical research in the field of Nephrology and, in particular, to favor the growth of young clinical investigators and to facilitate the cooperation among renal centres.

The ERA-EDTA Council is in charge of deciding the amount dedicated to this programme.

Any exception to any of the rules of this programme must be evaluated by the Chair, Co-Chair and Secretary-Coordinator.

#### **II. Deadline(s).**

The deadline(s) are decided by the ERA-EDTA Council; once this is done, this will appear in the appropriate section of the ERA-EDTA website.

#### **III. How to apply.**

Applications have to be submitted online through a dedicated Application Form.

#### **IV. Institutions/where to do the ERA-EDTA young clinical short-term fellowship.**

All applications must involve a receiving institution located in the [ERA-EDTA geographical area](#) (Europe, countries bordering Europe and the Mediterranean Sea) and should preferably involve movement between two countries (preferred option). In case there is no movement between two countries, there must at least be movement between two cities.

The applicant has the right to choose any Centre located within the ERA-EDTA geographical area where to do his/her fellowship, however, a parameter for the selection process will concern the feasibility of the proposed fellowship in the chosen Centre.

In order to simplify the contacts between the applicants and the centres, a list of some clinical centres proposing to receive a fellow has been created and it is posted in an appropriate area of the ERA-EDTA website. All the centres that wish to be included in this list must contact the ERA-EDTA Young Fellowship Department to apply. The requests received will be submitted to the SAB Secretary-Coordinator for approval before being included.

#### **V. Eligibility.**

Applications are only considered from ERA-EDTA Members (A and B) whose age will not be over 40 at the time of the application submission.

These fellowships are not restricted to candidates with significant clinical experience, although candidates with little experience have a lower priority.

On completion of the fellowship, the applicants should return back home and thus must have the possibility to return to their Home Institution or to an "equivalent institution". This has to be indicated in writing by the applicant's Home Institution or by the equivalent institution. This letter must be submitted with the application form.

#### **VI. Duration.**

The duration of the Clinical Short Term Fellowships is from a minimum of 2 months (60 days) to a maximum of 6 months (180 days).

#### **VII. Selection of the applications.**

The ERA-EDTA Young Fellowship Department does an administrative pre-screening and, based on approval by the SAB Chair, Co-Chair and Secretary-Coordinator, all applications with administrative fails are discarded and not submitted to SAB. Applicants of these discarded applications are immediately informed about rejection.

Each application must be evaluated by at least three SAB Members and must be scored independently.

Once the ERA-EDTA Young Fellowship Department receives the scores from the SAB Members, they are forwarded to the SAB Secretary-Coordinator for verification and then to the SAB Chair and Co-Chair to make a final decision on the ranking to be presented to the ERA-EDTA Council.

This final ranking is then sent to all SAB Members for their information.

After the approval by the ERA-EDTA Council, the ERA-EDTA Young Fellowship Department informs all applicants about their own results (application acceptance / rejection).

### **VIII. Criteria used for the selection.**

1. Knowledge transfer from host to home institute and need of this knowledge in the Home Institute
2. Possibility of continuation/implementation of the programme/project c/o the Home Institute
3. Educational status / Age of the applicant
4. Membership status of supervisors and referees

### **IX. ERA-EDTA membership of receiving institution supervisors.**

Referees of the Fellowship Programme applicants and the Receiving Institute supervisors are not expected to be ERA-EDTA Members (categories A and B) if they are not Nephrologists; if instead they are Nephrologists, being an ERA-EDTA Member (categories A and B), though not mandatory, will be a factor in favor of the applicant in the course of the evaluation of his/her application.

### **X. Start of fellowship.**

The fellowship should start without any further significant delay after reception of approval and no later than six months from the notification of approval by the ERA-EDTA Young Fellowship Department.

Fellowship should not start before the notification of the approval by the ERA-EDTA Young Fellowship Department is received.

If a granted fellow "refuses" the fellowship, without a valid reason, he/she will not be able to participate in the ERA-EDTA Young Fellowship Program in the future; furthermore the amount allocated for this fellowship will be lost.

### **XI. Payment.**

For short term fellowships up to three months (90 days), the payment of the fellowship will be the following: 75% of the total amount due to be paid 10 days prior to the arrival of the fellow in the host institute (the air ticket must be used to verify this date); the

remaining 25% will be given to the fellow only after the "End of Fellowship" form will be submitted and approved.

For short term fellowships lasting more than three months (91 days – 180 days), the payment of the fellowship will be the following: 45% of the total amount due to be paid 10 days prior to the arrival of the fellow in the host institute (the air ticket must be used to verify this date), 45% of the amount due to be paid after three months (subject to the submission of the Letter of Attendance signed by the Supervisor of the Receiving Institute); the remaining 10% will be given to the fellow only after the "End of Fellowship" form will be submitted and approved.

So that the 1st part of the Fellowship grant can be paid, a letter from the chief of the host institute, confirming that all is on track, must be received by the ERA-EDTA Young Fellowship Department.

For Clinical Short Term Fellowships lasting more than 90 days, all payments by ERA-EDTA following the first one are subject to the regular receipt of Letter of Attendance signed by the Supervisor of the Receiving Institute.

The fellowship subsistence rates are based on the table below (the calculations are done on the basis of the EMBO -European Molecular Biology Organization- rates): these flat fee figures are for a period of 12 months and should cover travel and living expense and any work -related taxes and insurances. For a shorter/longer period the amount must be calculated accordingly. Travelling days must not be included in the calculation of the total amount of the grant. These figures will be up-dated on a yearly basis.

With regard to any taxes and insurances, it is the responsibility of the Fellow to obtain information from the authorities of the receiving country and of the home country about any obligations related to this type of grant, to file the proper documents accordingly and to pay any dues that may be required. For no reason will ERA-EDTA be held liable for these matters.

COUNTRY	CURRENCY	1 YEAR
Austria	EUR	39,000
Belgium	EUR	39,000
Croatia	EUR	23,000
Czech Republic	EUR	23,000
Denmark	EUR	47,000
Finland	EUR	41,000

France	EUR	38,000
Germany	EUR	36,000
Greece	EUR	30,000
Hungary	EUR	23,000
Iceland	EUR	47,000
Ireland	EUR	39,000
Israel	EUR	42,000
Italy	EUR	35,000
Netherlands	EUR	38,000
Norway	EUR	45,000
Poland	EUR	23,000
Portugal	EUR	28,000
Slovenia	EUR	28,000
Spain	EUR	31,000
Sweden	EUR	38,000
Switzerland	EUR	58,000
Turkey	EUR	25,000
United Kingdom	EUR	34,000

(calculation made in September 2018)

For grants related to countries not listed above, the ERA-EDTA Young Fellowship Department will calculate the quote, based on the cost of living in the receiving country.

In the event of early termination of the Fellowship, the extra amounts already paid will have to be repaid back to ERA-EDTA.

ERA-EDTA will not give any other financial support apart from what is clearly mentioned above.

## **XII. Publications and visibility.**

Every publication of work executed while in receipt of an ERA-EDTA Young Fellowship, as well as after the end of the Fellowship, provided that it is the results of work done during the fellowship, must acknowledge the help given by the ERA-EDTA and a reprint (preferably in electronic format) must be sent to the ERA-EDTA Young Fellowship Department for verification purposes. Failure to give proper acknowledgment to ERA-EDTA in publications may result in not allowing the receiving institute to host future ERA-EDTA fellows.

## **XIII. End of fellowship report.**

At the end of the fellowship the fellows are asked to provide ERA-EDTA with a report of the activity done at the receiving institution. The report must be signed by the Supervisor.

So that the End of Fellowship Report can be approved, and thus the last amount of the fellowship paid, any eventual reprint of publications (preferably in electronic format) done during the fellowship could be asked to be submitted with the report itself.

The End Report Form may include diagrams, charts or illustrations to enhance the results, the template to be used is: [http://www.era-edta.org/2019\\_01\\_04\\_SAB\\_SHORT\\_clinical-end-of-fellowship-report.doc](http://www.era-edta.org/2019_01_04_SAB_SHORT_clinical-end-of-fellowship-report.doc) .

The report and the eventual publications must be sent, within one month after the end of the fellowship, to the ERA-EDTA Young Fellowship Department which will forward them to the SAB Chair, Co-Chair and Secretary-Coordinator for evaluation/approval/rejection.

The End of Fellowship Report must also include a statement from the Chief of the Home Institute (or equivalent) confirming that the fellow has indeed returned to his home country after completing his/her fellowship.

Upon approval of the end report, the fellow receives a certificate by way of acknowledgement. This document will include the dates and duration of the fellowship, the place, ERA-EDTA Young Fellowship number and title of the project; it will be signed by the SAB Chair, Co-Chair and Secretary-Coordinator.

*Last approval by the ERA-EDTA Council done by email vote on February 13, 2019 (recorded in the minutes of the Council meeting held in London (U.K.), February 21-23, 2019).*