

## ***ESGO Travelling Fellowships Guidelines***

*(Approved by ESGO Council on September 25, 2017)*

In 2006, ESGO has established a series of **Travelling Fellowships** open to ESGO members, to improve patient care through training, research and sharing technologies between the member nations of ESGO. The aim of Travelling Fellowships is to facilitate links and exchanges within the gynaecological oncology community, sharing of knowledge and trans-European mobility.

Travelling Fellowship is a **benefit of ESGO members** and open to trainees subspecialist not holding permanent position according to criteria outlined below. The Fellowships are for the **period of stay from one to three months**.

Support will be granted according to the duration of the programme and funds available. There is no restriction on the length of applicant's ESGO membership, nationality or gender. The travelling fellowship does not replace proper subspecialty training.

Applications and Fellowship Reports are reviewed by the ESGO Grant committee and should be submitted sufficient time in advance (minimum 4 months) to allow proper review and approval process.

A fellow can be awarded the ESGO Travelling Fellowship grant only once.

Travelling Fellowship training must be conducted in the ESGO accredited centre.

(List of accredited centres: <https://www.esgo.org/explore/esgo-accreditation/>)

### **Eligibility and requirements:**

The applicant must answer to the following criteria:

- Be an ESGO member in good standing.
- The applicant must speak and understand the language of hosting country or English.
- The applicant must hold a junior position for no longer than 5 years certified as a 'gynaecological oncologist' and engage himself/ herself to return to his/ her home country after completion of the fellowship
- The Fellowships must involve a visit by an ESGO member from one gynaecological oncology centre in a member nation of ESGO to another. The hosting institution shall be European, preferably one of ESGO accredited centres.
- The visit must potentially lead to a benefit in either the country being visited or the fellow's country of origin
- Expected types of applications:
  - To teach clinical technique
  - To observe and learn a clinical technique
  - To plan a research collaboration
  - To learn a research technique
  - To set up a training programme
- The applicant is responsible for travel arrangement, visa and any other documentation required for their entry/ stay in the host country. ESGO will not be responsible and provide support in obtaining such documents, but confirmation of grant application will be provided.

- Expenses include travel, subsistence, accommodation, visa fees and bench fees. Travel insurance costs are not to be included in the expenses
- The Applicant must declare to be in compliance with local rules related to medical practice if it is the aim of the fellowship.

### **Application Process**

- The Application Form must be completed in English and submitted via the online process on ESGO website. Relevant documentation needs to be attached.
- The application packet should include:
  - Details of applicant including CV
  - Description of purpose of visit and why it advances the objectives of ESGO Fellowships (up to 400 words)
  - Explanation of why the host institution has been selected and is suitable (up to 150 words)
  - Letters of support from applicant's institution and institution to be visited. Please note that both letters of support must be in English, on headed paper and signed.
- All applications will be reviewed by the ESGO Grant committee

### **Selection Criteria**

ESGO's Grant Committee reviews Applicant's purpose and aims for Fellowship. Criteria for selection will be based on:

- Availability of gynaecological oncology training programmes in the Applicant's home country
- Quality and nature of described purpose
- The strength of the letter of recommendation from Applicant's programme or hospital director

### **Financial support**

- Support will be granted according to the duration of the programme and funds available from Eur 1,000 (1 month) up to Eur 3,000 (3 months).
- Successful applicant will be sent Grant notification and asked to confirm final dates of the stay and bank details for money transfer.

### **Final Report**

- By one month after completion of the fellowship, the applicant should send Fellowship report (min 500 words) to the ESGO office describing experiences and objectives achieved.
- After review of the report by Grant committee, the outstanding balance of the grant (usually 500 Euro) will be transferred to the grant recipient.

**Enjoy learning with ESGO!**