

## Guidance of ETA Short-Term Clinical / Research Fellowship Awards

This initiative seeks to consolidate co-operation and collaboration among clinical and basic thyroidology departments abroad. The aim is to enable early-career basic or clinical trainees to acquire new skills at another institution that are not available at her/his home institution. The ETA particularly wishes to facilitate opportunities for applicants from “underprivileged”, “developing” or “emerging” institutions/countries. Membership of the ETA is encouraged, but not required, for host institution supervisors/principal investigators and it is anticipated that hosts will apply for membership. Nevertheless, applications will be prioritised when the host supervisor/principal investigator is also an ETA member.

The ETA Short-Term Clinical / Research Fellowship Awards will cover economy class travel plus subsistence (lodging and per diem) of the Fellow only, but not salary, research costs or those of any dependents. Visits can be for any period of time, but the Awards will be capped at a maximum value of €10000.

### Submission Period

1. The submission process will open on **1<sup>st</sup> March 2022** and close at midnight CET on **16<sup>th</sup> May 2022**.
2. Decisions will be announced by **15<sup>th</sup> July 2022**.

### Funding

The ETA will seek funding to support this educational initiative from industry/pharmaceutical sponsors and/or donors. One possibility could be to try to establish a designated named fund for educational donors that would be developed to underpin sustainability.

### Eligibility and Conditions

- **Applications should be from clinical thyroidologists or basic scientists who are ETA Junior Members in good-standing. Applicants should be no older than 35 years of age at the time of application and must hold a minimum of 12 months’ ETA Junior Membership.**
- Provisional members are not eligible.
- ETA will not consider applications for Short-Term Clinical / Research Fellowship Awards to prolong visits begun with other funding, or as bridging Fellowships between, or prior to, long term stays funded by other organisations.
- Applications for Short-Term Clinical / Research Fellowship Awards to attend courses, workshops, or symposia will not be considered.
- In exceptional cases, applications may be submitted by students within the final year of a PhD; however, the proposed visit should be to acquire new clinical/research skills that will demonstrably facilitate career progression rather than support existing PhD studies.

- The Short-Term Clinical / Research Fellowship Award must be taken up within 12 months of its award and funds must have been used by 12 months after the date awarded.
- Acceptance of the Award will indicate that the applicant/host institution is prepared to meet full economic costs from its own sources of funding.
- Each eligible member may receive one Early Career grant during their career.
- The ETA requires a report from the applicant no later than 6 months after completion of the Award. This report (max 1000 words) should demonstrate how the Award (i) benefited the applicant, (ii) fostered collaboration between the applicant and host institution and (iii) enabled clinical/scientific advances in thyroidology. The report should include details of any further funding generated as a result of the Award as well as publications or papers submitted. The report may be published on the ETA website.
- Successful applicants must recognise the award on their departmental website with a link to the ETA website for a minimum of 12 months after receipt of the grant and must acknowledge funding on any publications.
- Resubmission of unsuccessful applications are not accepted.
- Funds awarded are final and cost limited.
- Funds are awarded on the understanding that they are used for the purpose stated in the application form. If support is obtained elsewhere or any part of the grant is unused, the balance will be refunded to the ETA.
- Grants cannot be awarded retrospectively.
- The decision of the Grants Panel is final and not subject to appeal.
- Incomplete applications will not be considered.
- Information including the number of applications received, the score of the successfully awarded application and the score of the application in question can be provided to unsuccessful candidates on request.

## **Application**

The application form and additional documents must be completed in English and submitted by email as a single PDF file to the ETA Secretary by the deadline stated. Documents should include:

- Applicant contact details, current and proposed host institution details, host supervisor with contact details.
- Details of visit detailing proposed clinical attachment / research project and essential skills to be acquired, reasons for choosing host institution (1000 words maximum).
- Proposed dates of visit with full justification of the time period requested and full justification of the budget requested (to include travel and subsistence costs).
- A curriculum vitae including a list of publications.
- A short curriculum vitae and a letter of support from the host institution.
- A formal letter of acceptance from the head of the clinical / research group(s) in which you will be working.
- A letter from the Standing Office confirming your minimum 12 months ETA Junior Membership.

## **Evaluation**

Applications will be reviewed in competition and ranked by the ETA Research Committee after the stated deadline, and recommendations for funding submitted to the ETA Executive Committee for a final decision. In addition to the clinical and scientific quality of the application and candidate, evaluations will reflect on diversity and inclusion by including consideration of gender, ethnicity and

geographical spread of applicants. Applications from ETA Junior Members wishing to visit other European laboratories will be prioritised when the host supervisor/principal investigator is also an ETA member. Taking all factors into consideration, successful applications will ultimately be awarded on merit.

### **Criteria for evaluation and prioritisation of the Award**

- Strength of the CV of the applicant in clinical science/basic research relevant to thyroid conditions for stage of training.
- Excellence of the host department/laboratory in clinical thyroid practice or thyroid research, including the provision of clinical and/or experimental expertise and methods not available in the applicant's home institution.
- Grant applications are particularly encouraged that (i) support development of coherent and well-designed programmes of work by the applicant and (ii) promote career progression for the applicant towards independence.