

EACR Travel Fellowships

CONTENTS

WHAT'S IT ALL ABOUT?

INTRODUCTION

- 1.1 PURPOSE OF THE HANDBOOK
- 1.2 ABOUT THE EACR
- 1.3 ABOUT WORLDWIDE CANCER RESEARCH
- 1.4 ABOUT TRAVEL FELLOWSHIPS
- 1.5 ABOUT THE COMMITTEE

PROGRAMME GUIDELINES

- 2.1 REMIT
- 2.2 ELIGIBILITY
- 2.3 WHAT IS FUNDED?
- 2.4 ASSESSMENT CRITERIA
- 2.5 POST-VISIT EVALUATION

APPLICATION PROCESS

- 3.1 PERSONAL DETAILS
- 3.2 PROFESSIONAL DETAILS
- 3.3 VISIT DETAILS
- 3.4 FINANCE DETAILS
- 3.5 SUPPORTING LETTERS
- 3.6 SUBMISSION AND FEEDBACK

TERMS & CONDITIONS

APPLICATION CHECKLIST



in partnership with

worldwide
cancer research

WHAT'S IT ALL ABOUT?



What are EACR Travel Fellowships?

We provide funding to enable early-career researchers to learn new skills through short-term lab visits.



Eligibility

EACR members in the Student and Young Investigator categories can apply.



Funding amount

Fellowships are designed to cover direct costs, up to a maximum of €3,000.



Completing the application form

Read this Handbook carefully to help you write your application, and make sure you have checked it thoroughly.



Submitting an application

There are 3 documents to submit: the application form and supporting letters from your home institute and host lab. Send as PDFs to Laura at the EACR office.



Application review

Applications are assessed by the committee throughout the year, and there are no submission deadlines.



Evaluate your experience

At the end of the trip, EACR Travel Fellows are asked to answer some reflection questions, complete a short survey, and send a few photographs.

1.1 PURPOSE OF THE HANDBOOK

The Travel Fellowship Handbook is a comprehensive guide to the programme. It describes what we look for in an application, and explains how the process works. Any queries after reading the Handbook should be directed to Laura Strachan – Laura.Strachan@eacr.org.

1.2 ABOUT THE EACR

The EACR is Europe's professional membership association for those working and studying in cancer research, with over 10,000 members worldwide. Our mission is "The advancement of cancer research for the public benefit: from basic research to prevention, treatment and care." We provide a wide variety of services to our community of members, organise scientific conferences of the highest quality, and facilitate communication and collaboration within the cancer research community. We also set out to raise the profile of cancer research in Europe and to make the case for sustained political and economic support.

1.3 ABOUT WORLDWIDE CANCER RESEARCH

Worldwide Cancer Research is a charity which funds research into any type of cancer anywhere in the world, funding diverse projects in the world's best institutions. Over the past four decades they have awarded around £200 million to fund research. They provide funding for projects which research the causes, mechanisms, diagnosis, treatment or prevention of cancer. Worldwide Cancer Research co-sponsor every EACR Travel Fellowship to support the work of promising early-career scientists.

1.4 ABOUT TRAVEL FELLOWSHIPS

The programme helps early-career researchers to travel overseas in order to carry out a research project or develop a specific research skill. EACR Travel Fellows gain new techniques, skills and expertise as well as cultivating international collaborations.

1.5 ABOUT THE COMMITTEE

The Travel Fellowship Committee is comprised of current researchers with a range of expertise within the field of cancer research. The Committee thoroughly reviews all applications that meet the eligibility requirements and is responsible for the outcome. Please do not approach Committee members directly about the programme.

2.1 REMIT

Your visit must be used to develop a research technique or to carry out a specific research project. The project must have clear cancer relevance, and should benefit your home institution as well as your own research career. The EACR prioritises overseas trips over domestic lab visits, to promote international collaboration. If you are based outside Europe then you need to plan a trip to a European country.

2.2 ELIGIBILITY

You can submit an application if you are a current Student or Young Investigator EACR member. If your membership is through one of the EACR's associated National Societies, you are eligible if you match the requirements of the Student or Young Investigator membership categories as described on the EACR website. You must hold a current position within the field of cancer research at a recognised institution or company.

You are not eligible to apply if you are:

- Not currently a member of the EACR
- A previous recipient of an EACR Travel Fellowship

2.3 WHAT IS FUNDED?

The duration of a lab visit is usually between two weeks and three months, depending on the nature of the project and its aims. The funding level varies depending on the expected costs, up to a maximum of €3,000.

Lab visits: You can apply for funding for your travel, accommodation and research expenses to visit a collaborating research group. You are responsible for arranging the visit, and we are not able to suggest suitable host labs. Although projects are usually undertaken in one visit, Travel Fellowships may be used for multiple separate visits where this has a strong justification.

Skills-based training: Occasionally, a practical workshop or training course may be the most appropriate way to learn a particular technique. In this case, Travel Fellowships can cover registration fees along with travel and accommodation costs.

Please contact us before you submit an application if you would like to apply to fund attendance of a particular training course – its eligibility for a Travel Fellowship is at our discretion.

Funding will not be provided for:

- Salary costs
- Food and drink costs
- Attendance of conferences or lectures
- Visits that have already taken place, or are underway

2.4 ASSESSMENT CRITERIA

Your application will be regarded in isolation and judged on merit. No consideration will be given to how long you have been an EACR member, or whether you are an EACR Ambassador. You can expect a fair, unbiased assessment of the application that you submit.

Applications are reviewed by the Travel Fellowship Committee on these areas:

- **Suitability of the applicant** - will they be able to make the most of the trip?
- **Quality of the host lab** - does it have the relevant expertise and resources?
- **Feasibility of the trip** - are the project aims and schedule realistic?
- **Benefit for the home lab** - will the fellowship be a boost for the institute?
- **Relevance of the project** - does it have strong cancer research merit?

2.5 POST-VISIT EVALUATION

EACR Travel Fellows are asked to evaluate their experience following the trip. There are three elements to this process; answering a selection of reflection questions, completing a short survey, and sending a few high-quality photographs. Full guidelines will be provided along with the letter of confirmation for successful applicants.

We may use information from Travel Fellowship evaluations on the EACR website and in other promotional materials. Details will also be shared with Worldwide Cancer Research as the co-sponsoring organisation. If you have any concerns about the use of your data then please contact Laura Strachan.

3.1 PERSONAL DETAILS

Your application is not anonymous, so please include your full name. Your EACR membership number is required to confirm that you are eligible to apply. The email address that you specify will be used in all correspondence relating to the application.

3.2 PROFESSIONAL DETAILS

This section is essentially a condensed CV. We want to see basic information about the current post that you hold, which must be within the field of cancer research. Detail your degree qualifications, including any which have not yet been completed. This should include the start and end dates, the supervisor(s) and the specialism, with the title of a thesis if applicable. Outline any relevant experience, including short-term and voluntary positions. Include a maximum of 10 publications, which should be fully referenced. You can include papers which are under review, as long as this is made clear. Make sure that you check each reference for accuracy.

3.3 VISIT DETAILS

This is the most important section of your application, and should be carefully prepared. You should provide the details of the institute and supervisor that have agreed to host you, or the training course that you plan to attend. If you will be supported on your visit by more than one scientist, then please include all the relevant contacts.

Your proposed visit dates may be provisional at the time of application, but they should still be precise. Successful applicants are asked to confirm their finalised travel dates prior to the visit.

Choose a project name that summarises your research plan.

The funding proposal is the place for you to fully detail the trip that you have planned. We recommend that you ask for input and advice from your group leader and other experienced scientists, as this will help you to write with concision and clarity. However, make sure that the proposal is written in your own words. We are looking for a research statement of no more than 1000 words. Any references must be included within the word limit, and should be listed in the Vancouver style, as outlined by the U.S. National Library of Medicine:

www.nlm.nih.gov/bsd/uniform_requirements.html

Your proposal should cover the following:

- What is your current research focus?
- Why are you suitable for this fellowship?
- What are your career ambitions?

- What are the three main aims for your trip?
- How will the project advance your own research?
- What factors influenced your choice of collaborating institution / training?
- Why is this trip the best way for you to meet the three main aims of your project?
- How do you intend to use the skills and knowledge that you gain during your trip when you return to your home lab?

It might also be appropriate for you to answer these questions:

- How will your visit establish or develop collaborations?
- Is there already a collaborative relationship between the labs?
- What longer-term benefits do you anticipate from the collaboration?
- How will your visit or training enhance your future cancer research career?

3.4 FINANCE DETAILS

You should take time to think about the costs that you will incur from undertaking your proposed project. It is important that this section is accurate, detailed and clear. You should read the paragraph on 'what is funded?' ([Section 2.3](#)) to help you understand what costs you can include.

Use the table to provide a breakdown of the anticipated costs from your trip. You should use the proposed start and end dates from the visit details section to help you estimate the costs accurately. If the prices that you find are not in Euros, use www.xe.com to find the current conversion rate and include the price that you saw in the details column. You need to show your sources to justify your projections, for example:

Flights: LHR to FRA, 07:05 on 17/05/2018 (British Airways)
 FRA to LHR, 10:55 on 14/06/2018 (British Airways). www.skyscanner.net

Accommodation: 10 nights at Welcome Hotel Frankfurt. www.booking.com.

'Requested funding' is the total amount that you are asking from the EACR to support your visit. This will often be the same as the total projected costs. The maximum that you can request is €3,000.

If you have already secured additional funding to cover a portion of your costs, give the details under 'other funding sources'. You will need to send a PDF letter confirming any funding awards when you submit your application. Any pending funding submissions to other organisations should also be detailed in this section. If the projected costs of your trip exceed the amount that you have requested from the EACR, then you should use this space to explain how the difference will be covered to enable you to undertake the trip if you receive an EACR Travel Fellowship.

3.5 SUPPORTING LETTERS

As well as a completed application form, you need to submit a letter of support from both your home supervisor and your proposed host supervisor. Each letter should include the following:

- Full name and signature of the supervisor
- Brief description of the work to be undertaken
- Confirmation of the training and support that will be provided
- Reference to EACR Travel Fellowships

If you are applying for support for a training course, then you should send a letter of acceptance or invitation. This should mention any associated costs, and should have a link to the course website.

3.6 SUBMISSION AND FEEDBACK

There are no application deadlines as Travel Fellowships are assessed throughout the year. You should submit your application at least eight weeks before the proposed start date of your trip to allow time for the review process. Applications are sent to the Travel Fellowship Committee once a month, and applicants will normally be informed of the outcome within six weeks. You are entitled to ask for feedback on your application, but please remember that the Committee's funding decisions are final.

An EACR Travel Fellowship application is comprised of three separate documents:

- Completed application form
- Supporting letter from your home supervisor
- Supporting letter from your host supervisor

You may also need to send confirmation of any funding that you have already secured towards the costs of your trip. All documents should be emailed as PDF attachments to Laura.Strachan@eacr.org.

The application form includes a disclaimer relating to the Terms & Conditions of the programme. You should make sure that you have read and understood this, and that you have asked about any aspects that are unclear to you.

- i. Travel Fellowship funds must be returned in full if for any reason a successful applicant is unable to complete the planned trip.
- ii. The EACR is unable to 'top up' applications in the instance that the actual cost of the trip exceeds the funding awarded by the EACR.
- iii. Under no circumstances is an EACR Travel Fellowship transferable to another person.
- iv. EACR Travel Fellowship funds can only be used to support the trip specified in the application form. Successful applicants must seek agreement from the EACR if any details change after the application has been submitted.
- v. The EACR may request a partial return of funds in the event that a Travel Fellow undertakes a shorter trip than the one detailed in the application form.
- vi. The EACR must be informed about any other funding that a Travel Fellow receives for the purposes of the trip.
- vii. The EACR may request evidence that Travel Fellowship funds were used solely for the purposes of the visit. All relevant receipts should be retained by a Travel Fellow for two years.
- viii. Travel Fellows must complete the evaluation process within two months of the end date of the visit.
- ix. Unsuccessful applicants may not submit a new application within 12 months of their initial application.
- x. Unsuccessful applicants may not reapply for an EACR Travel Fellowship using the same project.
- xi. All applications will be held on record for ten years.
- xii. The EACR may contact the home and host supervisors about applications.
- xiii. The EACR may publish information about Travel Fellowship visits online and in print using the full name of the Travel Fellow.
- xiv. Relevant information about Travel Fellows, including contact details, will be shared with Worldwide Cancer Research. As the co-sponsor of the programme, Worldwide Cancer Research may contact Travel Fellows directly.
- xv. The support of the EACR should be acknowledged in any published work that results from a Travel Fellowship.

APPLICATION CHECKLIST

Have you read and understood the [Terms & Conditions](#) of the programme?

Have you completed the application form in full, using the Handbook to help you?

Do you have the two letters of support saved as PDFs?

If you already been awarded funding towards the trip, do you have a letter to confirm this?

**If the answer to the four questions above is yes,
then you are ready to apply! Please email**

Laura.Strachan@eacr.org