

ERA-EDTA YOUNG FELLOWSHIP PROGRAMME

GENERAL RULES

PURPOSE

The purpose of the ERA-EDTA Young Fellowship Programme is to support basic and clinical research in the field of Nephrology in the ERA-EDTA geographical area*. In particular: to favor the growth of the young investigators, to spread specific clinical techniques of Nephrology to all countries of its geographical area and to improve the clinical skills of young nephrologists.

In addition, the ERA-EDTA Young Fellowship Programme will facilitate scientific exchange and collaboration among Research Institutions of the ERA-EDTA geographical area and clinical cooperation among Renal Centres of the same area.

* Here the list of countries of ERA-EDTA geographical area: Albania, Algeria, Andorra, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, FYRM of Macedonia, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kosovo (*), Latvia, Lebanon, Libya, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Morocco, The Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Switzerland, Sweden, Syria, Tunisia, Turkey, Ukraine, United Kingdom.

(*) This designation is without prejudice to positions on status, and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo declaration of independence.

KINDS OF FELLOWSHIP

The ERA-EDTA supports two different kinds of Fellowships, long or short term, for the following:

- 1) Research Fellowships, which can be long or short term Fellowships, intended for advanced training through research and/or promoting a research collaboration between two institutions;
- 2) Clinical Fellowships* (only short term Fellowships), intended for training in specific clinical techniques (e.g. renal biopsy and pathology, epidemiological and statistical skills, renal ultrasound, etc).
- 3) Special Fellowships (related to ERA-EDTA bodies/committees, as well as the special "Greek" fellowship).
- 4) ERA-EDTA Registry Fellowships (fellowships for training renal registry staff - short term only; ultra short research fellowships). To these fellowships different rules may apply as outlined later in this document.

IMPORTANT. It is the responsibility of the Council to decide which of the above mentioned fellowships will be available, there could therefore be years in which not all of them are applicable.

*-A specific part (1/5) of the annual budget approved by the Council for this program, will be devoted to Clinical Fellowships open to fellows living in low GDP countries of the ERA-EDTA geographical area (i.e. < USD 10,000.00 a year).

INSTITUTIONS

All applications must involve a receiving institution located in the ERA-EDTA geographical area and should preferably involve movement between two countries. In case there is no movement between two countries, there must at least be movement between two cities. However, priority will be given to applications involving movement between two countries.

The favored form of the application is that the applicant and receiving institution are both located in the ERA-EDTA geographical area, but scientists from these regions currently working in a non-European country (e.g. North-America) are also welcome to apply to return back to Europe or a country bordering Europe or bordering the Mediterranean Sea.

No application submitted by candidates not from the ERA-EDTA geographical area and currently working in an Institution outside this area will be considered.

COMPLIMENTARY ERA-EDTA MEMBERSHIP

All Young Fellows will receive a complimentary 1 year ERA-EDTA Membership (category B) which will include online access to NDT.

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.

ELIGIBILITY

The applicants for both long term and short term Fellowships must have lived and worked / studied in a country of the ERA-EDTA geographical area for at least 3 consecutive years at the time of submitting their application: in fact what is important for this program is not the nationality of the candidate, but the country of residence. Exceptions to this rule can be made only by a majority vote of SAB.

Applications are only considered from candidates whose age will not be over 40 at the beginning of the Fellowship.

Candidates who interrupted their career due to childcare for at least 1 year will also be given special consideration when applying to stay within the same country (please indicate career breaks in your application).

Any application for long and short term Fellowship to be held in a laboratory, institute or department in which the candidate obtained his/her MD or PhD, or to work again with

the candidate's MD or PhD supervisor, no matter where the latter is located, will not be considered.

Requests to change laboratory or project once a Fellowship has started, will have to be considered by the SAB, upon request sent by the applicant to the ERA-EDTA President. Requests for such changes have to be fully justified by the candidate and are granted only in extreme circumstances.

On completion of the Fellowship, the applicants should return back home and thus must have the possibility to return to their Home Institutions 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. Exceptions to this rule can be made only by a majority vote of SAB.

The ERA-EDTA does not consider applications for long or short term Fellowships to prolong visits begun under other auspices, or as bridging Fellowships between, or prior to, long term stays funded by the ERA-EDTA, other organizations, host institute or industry. Applications for Fellowships to attend courses, workshops, or symposia as well as applications to work in an industrial research laboratory with a view to developing new products or procedures will not be considered. However, research centres for basic research which are endowed by industries will be eligible.

APPLICATION SUBMISSION

In each category (short / long) a candidate can be funded only once. Candidates can only submit applications for one project at one host laboratory at each call.

Applications have to be submitted online through the ERA-EDTA website.

It is not possible to hold both a short-term and a long-term fellowship at the same time.

The same Receiving Institute cannot receive more than one research and/or clinical Fellow, financed by the ERA-EDTA Young Fellowship Programme, per Call. If two or more candidates are eligible for the fellowship, and are supposed to go to the same Receiving Institute, the one with the best score will be the granted one.

During the evaluation of applications the SAB will consider if the project can be performed at the receiving institution.

Advertising of the Calls will be done on the ERA-EDTA web-site and by means of e-mail blasts sent to all ERA-EDTA Full members (categories A and B).

DEADLINES

The deadline(s) are decided by the ERA-EDTA Council, once this is done, this will appear on the ERA-EDTA web-site in the appropriate section dedicated to this program.

SELECTION

The ERA-EDTA Young Fellowship Department does an administrative pre-screening and, based on approval by the SAB Co-Chair and Coordinator, all applications with administrative fails (e.g.: an applicant that applies for the third time, etc.) are discarded and not submitted to the SAB. Applicants of these discarded applications are immediately informed about the 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 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, it must also include the comments received, the Country of origin and the Country of where the fellowship will take place. This same final ranking must also be sent, again by the ERA-EDTA Young Fellowship Department, to the ERA-EDTA Secretary-Treasurer so that it can be presented to Council for the selection of the winners.

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

START OF FELLOWSHIP

The fellowship procedure should start without any further significant delay after reception of approval and not later than six months from the notification of approval by

the ERA-EDTA Young Fellowship Department. If the fellow does not comply with this rule the fellowship grant will no longer be given.

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

Exception to these rules can be decided, upon motivated request (for example in case of pregnancy), by the ERA-EDTA President (and SAB Chair).

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.

PAYMENT

The fellowship subsistence rates are based on the table below: 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. In the event of early termination of the Fellowship, the extra amounts already paid will have to be repaid back to ERA-EDTA. Travelling days are not included in the calculation of the total amount of the grant. These figures will be up-dated on a yearly basis and presented to the Council in October for acceptance.

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.

A certain percentage (currently 10%) of the total amount of the Fellowship will be paid only after the ERA-EDTA Young Fellowship Department receives the “End of Fellowship Report”.

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.

COUNTRY	CURRENCY	1 year
Austria	EUR	38.000

Belgium	EUR	39.000
Croatia	EUR	23.000
Czech Republic	EUR	23.000
Denmark	EUR	46.000
Finland	EUR	40.000
France	EUR	38.000
Germany	EUR	35.000
Greece	EUR	30.000
Hungary	EUR	23.000
Iceland	EUR	48.000
Ireland	EUR	38.000
Israel	EUR	38.000
Italy	EUR	35.000
Netherlands	EUR	37.000
Norway	EUR	45.000
Poland	EUR	23.000
Portugal	EUR	28.000
Slovenia	EUR	28.000

Spain	EUR	31.000
Sweden	EUR	40.000
Switzerland	EUR	57.000
Turkey	EUR	25.000
United Kingdom	EUR	33.000

For grants related to countries not listed above, the Young Fellowship Department of ERA-EDTA must contact the Administration Department at the ERA-EDTA Headquarters to obtain a quote, based on the cost of life in the receiving country.

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

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 must acknowledge the help given by the ERA-EDTA and a reprint (even in electronic format) must be sent to the ERA-EDTA Young Fellowship Department for verification purposes. A copy of publications (even in electronic format) must also be submitted with the final report. Failure to give proper acknowledgment to ERA-EDTA in publications may result in not allowing the receiving institute to host future ERA-EDTA fellows.

A special section of the ERA-EDTA website, within the section “ERA-EDTA Young Fellowship Programme”, should be devoted to information from and about the fellows, such as, for instance, their comments on the programme in general and on their experience in particular, especially on the effects of the fellowships on their careers.

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.

For the Long Term Fellowships (lasting from 181 days to maximum 12 months) and for the Short Term Fellowships lasting more than 3 months (91 days – 180 days), so that the end of fellowship report can be approved, and thus the last amount of the fellowship paid, any eventual reprint of publications (even 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. It is available either at the ERA-EDTA Young Fellowship Department, or by clicking on the link here below. END OF FELLOWSHIP REPORT:

<http://web.era-edta.org/download/421/1572>

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 Co-Chair and Coordinator.

The approval of the end reports is indeed under the responsibility of the SAB Co-Chair and SAB Coordinator. The ERA-EDTA President (and SAB Chair) decides in all situations where the SAB Co-Chair and SAB Coordinator cannot reach a unanimous decision. Once the evaluation process has been concluded, all SAB members receive, for their information, the end reports (approved and rejected) from the Young Fellowship Department.

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.

The end of fellowship report must also include a statement from the Chief of the “Home Institution” (or equivalent) confirming that the fellow has indeed returned to his home country after completing his fellowship. Exceptions to this rule must be evaluated, and approved or rejected, by the SAB Chair, Co-Chair and Secretary-Coordinator.

The last 10% of the fellowship total amount will be paid only after the receipt, and approval, of the End of Fellowship Programme Report.

WHERE TO DO THE ERA-EDTA YOUNG FELLOWSHIP

The applicant has the right to choose any European Centre where to do his/her fellowship.

To simplify the contacts between the applicants and the Centres, a list of some Research/Clinical Centres proposing to receive a fellow has been created and is posted on the ERA-EDTA web-site under the ERA-EDTA Young Fellowship Programme.

All the Centres that wish to be included in these lists will be evaluated by the SAB Coordinator for approval before being included.

SPECIAL FELLOWSHIPS

The Council of ERA-EDTA can define a certain number of fellowships to support current or new activities of the association (e.g. ERBP, research or clinical support to some countries, etc). This particular kind of this fellowship is announced on the web-site at least one month before its deadline (at any time during the year). The applications are submitted to the ERA-EDTA committee responsible for hosting the fellowship and/or the SAB for rapid approval, preferably by using electronic media and do not have any limitation regarding the Country, the town or the Institute where the applicant works. The other rules (duration, start, payment, publications, End Report) should normally be the same ones as for the short or long term fellowships according to the particular needs, however the body responsible for evaluating the End Report will be the ERA-EDTA committee in charge and/or the SAB according to the cases.

The rule regarding the limitation of fellows going to the same receiving institute in one year does not apply for activities of the Association (ERBP, etc.).

ERA-EDTA has signed a special agreement with the Hellenic Society of Nephrology and the Stavros Niarchos Foundation regarding a "Greek Fellowship" - [INSERT LINK OF AGREEMENT](#).

ERA-EDTA REGISTRY FELLOWSHIPS

A. FELLOWSHIPS FOR TRAINING RENAL REGISTRY STAFF

Aims

This Fellowship is designed to enable young people (age < 40 years) living in Europe, Countries bordering Europe and the Mediterranean Sea who are interested in setting up or

further developing a national or regional registry, to train in clinical epidemiology at the ERA-EDTA Registry in Amsterdam (AMC).

Terms and Conditions

Eligible fellows will train at AMC for a period of 6 months. During this time the fellow will take part in educational activities inside and outside AMC. Additionally the fellow will have the opportunity for hands-on research, including a research project jointly defined by the fellow and the ERA-EDTA Registry, with the aim of a joint scientific publication. To this end the candidate may bring his/her own data set or work on the data sets available in the ERA-EDTA Registry office. The fellow will be supervised by Registry staff. The fellowship will be conducted in English.

Selection and Evaluation

The candidate will be selected by a small committee selected by the ERA-EDTA Registry. In case of doubt SAB (Chair, Co-Chair and Secretary-Coordinator) will be consulted. The key to a successful application is that the Fellow returning to their home institution and country is able to build on their fellowship experience to assist in the setting up and/or further development of a renal registry at home under the supervision of a tutor assigned by the endorsing national nephrology society. Preference will be given to fellows coming from countries in which there is a clear need for this kind of training. The application should include a research proposal submitted by the applicant. The panel will send the outcome of the selection to the ERA-EDTA Council (via the SAB, Fellowship Dept.). After the approval by the ERA-EDTA Council, the SAB secretariat (Fellowship Dept.) will inform all applicants about the result (application acceptance/rejection). After completion of the training and the return to their home country, the candidate will submit an end-of-fellowship report form to the ERA-EDTA Registry for evaluation. After its approval this evaluation will then be sent to the SAB (Co-Chair and Secretary-Coordinator, only in case of a problem the Chair will be involved) through the SAB Fellowship Dept..

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 Council (via the SAB Fellowship Dept.). If this does not happen the fellowship is lost. Exceptions to this are only possible after the evaluation, and eventual approval, by the ERA-EDTA Registry. The fellowship time period is, however, to be agreed upon with the ERA-EDTA Registry to avoid holiday periods when supervision is likely to be less intensive. Only one fellow at a time can be accepted at the ERA-EDTA Registry under this program.

Payment

The rules that already apply for the normal fellowship program for this matter will also apply to this special Registry Fellowship. The ERA-EDTA Council, on an annual basis (preferably at the Fall Council Meeting during the SAB co-Chair's presentation), will establish a maximum budget for this program, which will be part of the ERA-EDTA Registry budget

Deadlines

The deadline to submit the application is the same as the one for the normal fellowship program, however, in this case, there will be only one call per year.

B. ULTRA SHORT RESEARCH FELLOWSHIPS

These special fellowships are under the responsibility of the ERA-EDTA Registry and subject to the approval of the ERA-EDTA Registry budget by the ERA-EDTA Council.

- 1) Length. No more than six weeks. It is the responsibility of the ERA-EDTA Registry to confirm the exact days of the fellowship and the beginning date.
- 2) Payment. The amounts given to the fellows for this type of initiative are based on the budget presented by the ERA-EDTA Registry, and will cover travel and housing to a certain maximum amount and will be subject to the approval of the ERA-EDTA Council.

The ERA-EDTA Registry will be in charge of following the fellowship and will confirm if all is on track and thus if the installments of the payments can be made to the fellow to the ERA-EDTA Fellowship Dept. Normally 75% of the entire amount due will be paid 10 days before the start of the fellowship, while the remaining 25% will be paid after the end of the fellowship.

The winners of these fellowships do not receive the one year free ERA-EDTA membership.

SPECIFICS REGARDING LONG TERM ERA-EDTA YOUNG FELLOWSHIPS

LONG TERM YOUNG FELLOWSHIP DURATION

The duration of the Long-Term Fellowship is from more than 6 months (181 days) to a maximum of 12 months, however:

- I) The SAB could suggest to the Council a shorter period than requested by the fellow in his/her application, depending on the score assigned and the resulting position in the ranking.
- II) In exceptional cases, and for very high level projects, only after evaluation of the work already done, the SAB could suggest to the Council an extension of the fellowship of maximum another 12 months (for a total maximum duration of 24 months).

Exceptions:

- a) Fellows are entitled to 3 months of parental leave if a child is born during the term of the fellowship. Fellows who take parental leave during the fellowship are entitled to an extension of their fellowship for a period of up to 3 months. For child care reasons it is also possible to apply to work part-time during the fellowship with the maximum time (*full-time plus part-time*) not exceeding 36 months.
- b) It is acceptable to use the ERA-EDTA support to complete work that has already begun with the support of another organization or institution. The maximum time for a combination of this previous support with that given by the ERA-EDTA is 36 months.
- c) It is possible to require an extension of 3 months; the request must be sent by the receiving institution to the ERA-EDTA Young Fellowship Secretariat. However, ERA-EDTA discourages such initiatives; prolongation of a long-term fellowship is to be considered an exception and it would be only authorised in order to finish the project that was the purpose of the fellowship itself.

In these exceptional cases the ERA-EDTA President (and SAB Chair), SAB Co-Chair and SAB Coordinator will approve or reject the request without further consultation with SAB or Council.

LONG TERM YOUNG FELLOWSHIP ELIGIBILITY

Both the home and host institution should have a track record in high quality research, so that there is a high likelihood that the research programme carried out during the fellowship will be successful and can be also successfully continued after return of the fellow to the home institution.

The research focus of the home institution should always be in the field of nephrology (basic, clinical or translational). The research focus of the receiving institution can also lie in an area other than kidney function and disease, provided that the research project carried out during the fellowship is related to kidney function and disease and will be continued in this area.

Applications are only considered from candidates whose age will not be over 40 at the beginning of the fellowship.

Exceptions are made for applicants with career breaks due to military service or childcare.

Applicants should have a long-term commitment to perform research in the field of kidney function or disease and related areas, including renal pathology, pathophysiology,

hypertension, cardiovascular consequences of renal disease, clinical epidemiology, dialysis and transplantation.

As a preferential qualification, applicants must have publications, on the topic of the research, in press or published in an international peer reviewed journal at the time of application. Publication updates cannot be accepted after the application deadline.

In addition, applicants should have sufficient basal research experience in the field of their proposed project.

LONG TERM YOUNG FELLOWSHIP PAYMENT

Total amount for the fellowship will be announced at the beginning by sending to all fellows a personal Schedule of Payments (amount and dates of payments): the amounts are the ones indicated in the table mentioned above.

Long term Fellowships will have payments done every 3 months, starting 10 days prior to the arrival of the fellow in the host institute (the air ticket must be used to verify this date); however, 10% of the total amount due will only be given to the fellow after the "End of Fellowship" form has been submitted and approved.

The payments by ERA-EDTA are however subject to the regular receipt of Letters of Attendance signed by the Supervisor of the Receiving Institute.

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.

The last 10% of the total amount due is subject to the submission and approval of the "End of Fellowship" report.

LONG TERM YOUNG FELLOWSHIP SELECTION

The basis for selection is a combination of the CV of the candidate (with due recognition given to the institutional context in which the candidate has worked), the project as presented, the record of the receiving institution and the long-term career perspective of the applicant: however the major criterion deciding whether or not to award a fellowship will be the projected benefit to the home institution of the applicant. It is considered favorable when the proposed fellowship helps to establish, continue or intensify a long-term collaboration between the applicant's home and host institution.

SPECIFICS REGARDING SHORT TERM ERA-EDTA YOUNG FELLOWSHIPS

SHORT TERM YOUNG FELLOWSHIP DURATION

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

SHORT TERM YOUNG FELLOWSHIP ELIGIBILITY

Applications are only considered from candidates whose age will not be over 40 at the beginning of the fellowship.

Exceptions are made for applicants with career breaks due to military service or childcare.

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

Short-term fellowships are established to advance kidney research by helping basic and clinical investigators to visit another institution with a view to applying a technique not available in the home institution or to promote a research or clinical collaboration between two institutions.

SHORT TERM YOUNG FELLOWSHIP 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.

SHORT TERM YOUNG FELLOWSHIP SELECTION

The reviewers are asked to judge the quality of the candidate, the research project and the receiving institution, but the major criterion deciding whether or not to award a fellowship will be the projected benefit to the home institution of the applicant. It is considered favorable when the proposed fellowship helps to establish, continue or intensify a long-term collaboration between the applicant's home and host institution.

Special preference will be given to applicants who live in countries with a low GDP (< USD 10,000.00 – the lower the GDP, the higher the preference) and requesting a short term Clinical Fellowship.

(Last update: Council Meeting Warsaw (Poland), October 15-17, 2017).