

## **GUIDELINES**

### **EADV Clinical Fellowship (Grant) by the PPRC**

The EADV Clinical Fellowship is a programme funded by the EADV with the aim of supporting the clinical training of recently qualified dermatologists-venereologists who are setting up a new service/practice or residents in dermatology-venereology in a high standard European dermatology centre. In line with EADV's mission, the Clinical Fellowship aims to promote the development of patient care, clinical management and clinical research in dermato-venereology through a training programme in a European clinical centre.

#### **Purpose of the Fellowship**

The purpose of the fellowship is to provide a well-defined clinical observational experience in a department with recognised expertise in a specific field.

With this programme, dermatologists and/or venereologists that are still in the process of training, or recently qualified and setting up a new service/practice can learn from observing the usual practice in that new department, including any or all of clinical practice, service structures or specific techniques conducted in the Hosting Department.

#### **Eligibility criteria**

The applicant is a recently qualified dermatologist-venereologist or a resident in dermatology-venereology.

The applicant is a dermatologist-venereologist or a resident in dermatology-venereology under the age of 40 on the day of application.

The applicant must be an EADV Member.

An established agreement between the candidate and a well-known European clinical center (Host Institution) that offers excellent clinical opportunities in the specified field and has accepted the candidate for a 2–3-month fellowship.

An application form that will be submitted by the candidate.

#### **Tenure**

Annually there will be five (5) European grants made available. The fellowship lasts for a minimum of 2 months and a maximum of 3 months and should be completed within the year after submission. This is following a formal evaluation of the application process by the PPRC.

A Period shorter than 2 months and longer than 3 months will not be accepted. Any extension of funding is not intended. If for any reason the candidate has to stop his/her training period, the refund of the fellowship may be required.

#### **Level of Support**

The EADV Clinical Fellowship recipient will be supported by a maximum sum of **6,000 Euros**, (4,000 for 2 months or 6,000 EURO for 3 months) for their travel and accommodation and their insurance coverage during the observation period. The grant will be issued in two times: the first installment of 4'000 EUR will be transferred at the beginning of the Clinical Fellowship period upon receipt of the accommodation and travel payments, while the second installment of 2'000 EUR will be transferred upon receipt of and approval of the Final Report and in the case, there is a third month of fellowship.

## **Time plan**

The deadline for submission will be **end July of the year prior to the beginning of the Fellowship**. Formal decisions will be communicated via email following the EADV decision in September and the funds will be transferred to the candidate prior to the official start of the Fellowship.

## **Application process**

The application to be submitted electronically to [funding@eadv.org](mailto:funding@eadv.org) via the eadv.org website.

It consists of four parts:

1. Candidate's profile and motivation statement
2. CV in English
3. Observation Programme description
4. Signed Letter of agreement between the candidate and Host institution

The first part (1) must be filled in by the candidate and approved by the Head or Chief of the Home Institution, who should confirm that the candidate can return to his/her position at the Department after the completion of the Fellowship. The third (3) and fourth (4) parts will be processed by the candidate to the proposed Clinical Supervisor who will complete and sign the form.

The candidate has the responsibility to forward the first two completed parts to the Head/Chief of the Home Institution and to the proposed Clinical Supervisor where the programme will be held, with the request to complete the third and fourth parts.

## **Clinical center**

The Clinical Fellowship Programme may be held in an appropriate academic/ university hospital, clinical center.

Applications for an EADV Clinical Fellowship Programme are made on the understanding that the host institution, the Clinical Supervisor and the candidate agree to accept the regulations related to the programme.

To obtain the signed approval of the Host Institution representatives is the key task for the candidate before he/she submits the application to the EADV.

## **Conflict of Interest**

The PPRC Chairperson and Members, as the reviewers of the Clinical Fellowship, are not eligible to apply for Clinical Fellowship - due to conflict of interest.

## **Re-application**

A candidate whose application has been rejected can re-apply once more for an EADV Clinical Fellowship Programme in the following year. This new application will be evaluated on an equal basis with any other new applicants.

In the case a candidate must suspend their programme a reapplication for an alternate period could be considered if it is well-justified by the productivity of the candidate.

### **Observation Programme Description**

A detailed description of the clinical observations that will be conducted by the candidate must be submitted electronically to the PPRC and will be evaluated by the members of the Committee. The content of the project will be planned in advance and in detail by the candidate and his/her Supervisor at the Host Institution prior to its submission to the EADV along with the application form.

Candidates choosing to study a field outside of their expertise with the intention of introducing the studies to their home institution upon return of the fellowship will be considered favorably.

### **Subject of observation period**

Proposals must obviously result from discussion between the candidate and the Clinical Supervisor.

The candidate should submit personally composed proposals for observations.

The committee will also take into account the work project of the candidate and his/her future integration in the Academic community.

### **Rules and Conditions**

It will be a condition for any Fellowship recipient that he/she does not engage in private practice for personal gain during the period of the Fellowship Programme.

The Clinical Fellowship Programme is intended to be awarded for full time training in clinical observations. Any involvement in clinical activities should be directly related to the study of dermatology and/or venereology.

The application form has been designed to make it clear that the Head of the Host Institution is willing to receive the candidate and provide the necessary facilities.

Fellowship Programme recipients will be subject to the normal conditions of service of the Host Institution so far as sick leave is concerned, but the EADV should be notified if a Fellow recipient is likely to be away through illness **for more than one week**.

If for any reason a Fellow has to stop his/her training before completing 80% of the length of the programme, the refund of the remaining amount of the grant may be requested. In exceptional circumstances the EADV will evaluate the situation and decide whether to apply or not this rule.

Any substantial changes in the programme or change of Clinical Supervisor will require the EADV's notification and approval.

### **Final Report**

Fellowship recipients are required to submit **(in English)** a final report at the end of the observational period on the undertaken work. The report must be sent to the PPRC within one month of completing the programme period signed by both, the candidate and the Clinical Supervisor.