

ESMO Translational Research Unit Visits GUIDELINES AND APPLICATION INSTRUCTIONS

*Applies to
ESMO Translational Research Unit Visit (TRU) Fellowships – 3-4 days*

Please read and follow these guidelines carefully in order to ensure that your application is completed correctly and can be processed without delay.

Applicants are encouraged to start their application early due to the complexity of the online application process and to obtain the documentation needed in time.

Before you start, please consult also the [General Conditions for Fellowship Grants](#) (applicable for all ESMO Fellowships)

1. General information

- All application material must be submitted in English language only.
- Part of the application consists of completing an online application form, while some documents need to be uploaded in the online application process. Uploaded documents must be in PDF, MS Word, or MS Excel formats - PDF format is preferred in order to ensure proper conversion. Uploaded documents must be non-password protected.
- Some of the fields will be automatically filled in with your myESMO profile information – please verify the correctness of the details in these fields and update your profile in [myESMO](#) if necessary.
- You do not have to finish your application in one go, but can save it and return to it later.
- Do not forget to submit before midnight CET of the deadline date – applications that have been started but not submitted or incomplete applications, will not be taken into consideration.

2. How to get assistance

- Any questions, technical or about contents, must be addressed via [the online 'contact us' feature from the ESMO web site](#) (select category 'fellowship')

3. Timelines and conditions

- Applications are generally open throughout the year approximately 3-4 months before the start date of the visit
- Deadlines will be around 2 months before the start of the visit
- Notification (acceptance /decline) by email 1 to 1 ½ month before the start date of the visit in order to allow participants in need of a visa to obtain this in time
- The visits are open for 10 participants each – it is sometimes possible to accept additional participants (depending on the capacity of the host institute) and candidates who make a high score in the selection process, but are not included in the top 10, can therefore be accepted if willing to participate at own expenses (without receiving the 1,000€ award) – you are therefore required to state if you would be willing to participate at your own expenses, should this opportunity arise.

4. After submission

- You can retrieve your saved not yet submitted application by returning to the online application

- page for the fellowship you are applying for and entering your myESMO login details.
- You cannot, however, make changes to an already submitted application. To request changes, [contact ESMO via 'contact us'](#) (select category 'fellowship') clearly stating the details you would like to change or uploading the attachment to be replaced.
 - In case you wish to withdraw your application: inform ESMO immediately by email to fellowship@esmo.org stating your name, type of fellowships and your reason for withdrawal.

5. Criteria for applicants

All below criteria must be fulfilled by applicants:

- Be a Full or Junior ESMO member in good standing at the time of application – [renew your membership here](#)
- Be no older than 40 years at the time of application
- Be proficient in English
- Be an oncologist or in training to become an oncologist, currently working in internal medicine or medical, radiation or surgical oncology

NB: Candidates who have previously participated in an ESMO TRU Visit cannot apply to take part in a second visit and are therefore not eligible.

6. Details and documentation to be included

Some details are entered directly in the online form:

- Personal details: contact details, date of birth, country
- Details about your place of work
- CV details including: work experience, education, personal skills and competences, publication lists (max 5 peer-reviewed articles, max 5 abstracts)
- Willingness to participate at own expenses should the opportunity arise (see above point 3, last point)

Other details must be uploaded as separate documents:

- a. Motivation letter
- b. Recommendation letter

See below for more details about each element to be uploaded

a. Motivation letter:

The applicant's personal motivation for seeking the fellowship in question. Must be prepared by the applicant.

- maximum 1 page, preferably pdf format
- must be written in English and signed and dated by the applicant
- must include the following:
 - personal motivation for the fellowship
 - explanation of how the acquired techniques will be used in the home institute and/or country

b. Recommendation letter:

Letter of recommendation from the candidate's department head/mentor or supervisor

- maximum 1 page, preferably pdf format
- must be written in English, on the institute's letter head paper and duly signed and dated
- must include the following:

- attest the applicant's proficiency in the working language at the preferred host institutes and in English
- state in details that the applicant has the required work experience for the fellowship in question (see point 5 above)
- confirm the level of institutional commitment to the applicant's career development