

## ECTRIMS RESEARCH FELLOWSHIP PROGRAMME DESCRIPTION

Updated June 2023

### PROGRAMME DESCRIPTION

*ECTRIMS offers a research fellowship programme for young neuroscientists to facilitate their conduct of and training in basic, clinical or applied research related to multiple sclerosis (MS). The goal of the programme is to maximise the exchange of information and to help grow the pool of well-trained research scientists focused on problems in MS.*

### KEY INFORMATION

- **For scientists and physicians of any nationality holding an MD, PhD, ScD, or equivalent, to provide mentored research training related to MS**
- **1- or 2-year funded fellowships in a European laboratory or clinic**
- **Citizens of any country are eligible to apply to this programme. However, research training must be undertaken in a European laboratory or clinic.**
- **Research must be related to MS, in any relevant specialty or field**
- **The application requires documents from the candidate, the proposed mentor, and the proposed host training institute, as well as other professional referees**
- **Successful fellows and their mentors will be asked to provide progress and financial accounting reports at the end of each year**
- **Application period: 1 July through 1 December 2023**

### PROGRAMME TERMS

#### **Fellow Eligibility:**

- **Scientists and physicians who hold or are candidates for an MD, PhD, ScD or equivalent professional degree are eligible.**
- **Candidates must have received their advanced degree(s) prior to the start of the fellowship.**
- **At the time of application, fellows should have no more than 12 months of prior postdoctoral training at the same host institution and/or under the same mentor. More**

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ECTRIMS Secretariat | Reinacherstrasse 131, 4053 Basel, Switzerland

Phone: +41 61 686 77 11 | Fax: +41 61 686 77 88 | email: [fellowship@ectrims.ch](mailto:fellowship@ectrims.ch) | [www.ectrims.eu](http://www.ectrims.eu)

senior candidates may have no more than five years total of postdoctoral experience beyond their final degree (PhD, MD, ScD or equivalent) at the time of application.

- In general, successful applicants will be under 40 years of age at the time of application; exceptions under special circumstances will be considered.
- Citizens of any country are eligible to apply to this programme. However, research training must be undertaken in a European laboratory or clinic.
- Candidates and their mentors must affirm that there will be no language barriers that will impede the training experience.

### **Research Plan**

- The ECTRIMS Research Fellowship is a research-focused experience. Prospective fellows must identify and present a cogent basic, clinical, or applied research project to be undertaken during the fellowship period, in collaboration with the fellowship mentor at the host institution.
- Applicants pursuing a research fellowship experience in any MS-related research topic (basic, applied or clinical, in any relevant specialty area) will be considered.

### **Fellowship Location**

- The fellowship period will be spent in a European research laboratory or clinic focused on problems associated with MS.
- For fellowship applicants who are European citizens, the laboratory or clinic should be located in a different European country from that of the fellow's citizenship. For all applicants, the fellowship must take place at a different institute and in a different country than the fellow's current placement of 12 months or longer. These conditions are in place to facilitate the programme's goal of cross-border exchange. Exceptions may be considered under special circumstances, which must be detailed in the application process.
- The prospective fellow must determine in advance the fellowship location and identify a proposed mentor, all of which will be considered along with the fellow's own qualifications and research plan, in the review and selection process.

### **Term**

- Fellowships of one or two years' duration will be available.

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- Fellowships of a shorter duration than one year may be considered under special circumstances, which must be detailed in the application process.
- In most circumstances, fellowships will be initiated to coincide with the fall academic year initiation.
- The fellowship must be initiated (all paperwork submitted to the administrator; move to training venue complete; work actively beginning) within six months of the receipt of an award letter from ECTRIMS or within six months of the completion of the doctoral degree for fellows who apply for and receive an ECTRIMS fellowship while still pursuing their doctoral degree. Any exceptions to this must be approved by the ECTRIMS fellowship programme ([fellowship@ectrims.eu](mailto:fellowship@ectrims.eu)).

### Support

- The fellowship will provide an annual stipend of 55,000.00 EUR for all fellows.
- ECTRIMS will also provide economy transportation from the successful candidate's home location to and from the training city; travel expenses for family members cannot be provided. Transportation expenses will be reimbursed directly to the fellow, upon submission of receipts to ECTRIMS.
- Payment from ECTRIMS will be made to the host institution, which will be considered the employer of the fellow. Stipends will be paid by the host institution to the fellow according to the institution's own payment policies and schedules.
- The ECTRIMS award must be used by the institution to pay the fellow's stipend ("salary") at the institutional appropriate rate for the fellow's stage of training, as a priority. Should there be any remaining funds, the remainder of the award can be used to support institutional social benefits (health care coverage, pension, other benefits) that may be required by the institution.
  - If the total stipend plus benefits exceeds the amount provided by the ECTRIMS award, it is the responsibility of the institution/ mentor to supplement the ECTRIMS award to cover the entire required costs.
  - The expected fellow's total salary, as well as the expected fellow's total social benefits costs per year, must be indicated by the host institution.
  - If the annual or prorated ECTRIMS award is not sufficient for the total required costs of the fellow (salary plus benefits), additional sources of funding that will be used to cover the total costs must be listed.

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- It is expected that the actual research to be undertaken at the host institution will be supported by the host institution/mentor. No additional support for travel, books, journal subscriptions, etc. will be provided.
- Fellows will be expected to attend annual ECTRIMS congresses during the term of their fellowship and to make a presentation (at a young researcher's section or elsewhere) on their funded research. ECTRIMS will separately support travel and accommodations for congress participation.

### **Activities During the Fellowship Period**

The ECTRIMS Research Fellowship is intended to be a full-time research and research training experience; however up to 10% of the fellow's time may be spent in teaching or clinical care not associated with any research project or additional course work, as deemed appropriate by fellow and mentor.

### **Changes in the Fellowship Agreement**

- It is anticipated that the entire fellowship period will be undertaken within the host institution and with the identified mentor as planned. However, in special circumstances, ECTRIMS will consider requests to transfer the fellowship to a new European mentor or institution. Authorisation must be requested and provided prior to any such change. Unexpended funds at the original host institution must be returned to ECTRIMS in the event of an approved institutional transfer, and the balance will be reissued to a new host institution by ECTRIMS.
- The ECTRIMS Research Fellowship is an individual award and is not transferable to a different fellow at the host institution.
- ECTRIMS must be notified of early termination of any fellow and unexpended funds at the host institution must be returned to ECTRIMS.
- ECTRIMS may revoke or terminate a research fellowship early if the fellow is unable to carry out the research as planned, a mentor requests termination because of unsatisfactory performance by the fellow, or in the event of cause established by due process of law or as a consequence of an institutional review committee's determination of fraud or malfeasance.

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## Reporting

- Fellows and their mentors are required to provide annual progress and financial reports at the end of year one, and a final progress and financial reports at the conclusion of the fellowship period. Copies of any published papers emerging from the work should also be submitted as they appear. All progress reports will be kept in confidence at ECTRIMS to protect proprietary information before it is published.
  - “Year 1” progress reports are due 30 days prior to the end of the first year period and must be received at the ECTRIMS Secretariat prior to initiation of the second year of training. Final progress reports are due within 30 days after the completion of the fellowship training period.
  - Progress reports must include a summary of research undertaken, a letter of continuing support from the fellowship mentor (if a second year is planned), along with accounting information from the mentor or host institution (form provided by ECTRIMS) of how funds provided for the fellow were allocated and whether additional funds were provided to the fellow by the host institution or other granting agency (source, amount, purpose).
- Publications that emerge from the work undertaken during the fellowship period should acknowledge the ECTRIMS Research Fellowship Programme for its support.

## Post-Fellowship Follow-Up

- After the fellowship period, it is desirable, but not required, for the fellow to return to their original home institution for employment, to the extent possible. Post-fellowship career plans should be detailed as part of the application process.
- ECTRIMS research fellows are requested to maintain contact with the ECTRIMS Secretariat, so that post-training career paths can be tracked, to assist with overall programme evaluation.

## Application Process

ECTRIMS Research Fellowships will be awarded in a competitive review process conducted by members of the ECTRIMS Fellowship Committee. Applications will be evaluated based on the following:

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- the candidate's qualifications, educational history, and evaluation of career plans
- the qualifications and characteristics of the proposed fellowship mentor and host institution
- the proposed research plan, including the Committee's assessment of the scientific quality, innovation, perceived feasibility, quality of letters of endorsement from the proposed mentor and from referees at the fellow's home institution, etc.

To these ends, the following documents must be submitted to the online application system:

### **Part 1: Provided by the Candidate**

1. A completed online application, available through the [ECTRIMS website](#);
2. An abbreviated curriculum vitae (CV) and bibliography of the applicant, not to exceed five pages. You must use the form "Biographical Sketch" provided by ECTRIMS, available for download in the online fellowship application system;
3. Applicant's career plans (not to exceed one page);
4. A research project description (not to exceed six pages), including figures, tables and references;
5. A research project summary (abstract) (not to exceed 250 words);
6. Proof of knowledge of the training venue's local language (e.g. language certificate, personal letter of confirmation).

### **Part 2: Supporting Materials Provided Directly to ECTRIMS by Others**

The following additional items must be submitted electronically to [fellowship@ectrims.eu](mailto:fellowship@ectrims.eu) by 1 December 2023. These should be submitted separately by their respective authors as confidential documents and should not be submitted with the materials requested in Part 1. Please be sure to ask referees to clearly identify the name of the applicant on all pages of their letters.

#### **1. From the proposed mentor:**

- 1) Letter of support from the proposed training mentor, with special reference to interactions they have had with the proposed fellow in planning for the training period. The letter content should include certification that the proposed fellow would also be able to undertake any clinical care training and activities at the training institution, if necessary.

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- 2) A current abbreviated curriculum vitae and bibliography (not to exceed five pages) for the proposed mentor should be included. The “Biographical Sketch” form provided in the online fellowship application system should be used. The applicant is responsible for forwarding this form to the proposed mentor for their use.

**2. From the training institution:**

- 1) A letter of support from the department chair (or another relevant institutional official) at the proposed host institution accepting the proposed fellow, should a fellowship be awarded;
- 2) Certification from the training institution accepting the terms of the ECTRIMS fellowship and payments. The necessary form, “Acceptance of ECTRIMS Payment Rules”, is available for download from the online application system. The applicant is responsible for forwarding this form to the institution for completion and submission to ECTRIMS.

**3. From other referees:**

- 1) At least 3 letters of reference from professionals acquainted with the proposed fellow, from their home institution or elsewhere, that address the fellow’s qualities and likelihood for success in a clinical career focused on MS.
- 2) If relevant, applicants should include a letter from the home institution indicating that the fellow will be welcomed back to the institution and the nature of the position that will be available, once the fellowship period has been concluded.

**Reminder**

The applicant’s CV/bibliography and research project summary and description are to be submitted by the applicant using the online application system by 1 December 2023.

Mentor CV and support letter, as well as institutional and referee support letters and forms, are to be submitted **separately** by the mentor and/or institution as confidential documents to the ECTRIMS Fellowship Administrator ([fellowship@ectrims.eu](mailto:fellowship@ectrims.eu)) by 1 December 2023.

Incomplete or late applications will not be considered.

### **Notification of ECTRIMS Award Deliberations**

The ECTRIMS Fellowship Committee will review all proposals after the application period. Notification of the review outcomes will be made by the end of March 2024, to facilitate logistics involved in relocation by the following autumn.

For questions and further information, please contact the ECTRIMS Fellowship Administrator at: [fellowship@ectrims.eu](mailto:fellowship@ectrims.eu).