**EFSD**

**Albert Renold Travel Fellowship Programme** **Application**

**Deadline for Applications: 17 June 2024**

**Important! Please send your application as one complete PDF email attachment by 12:00 noon (CEST) on the deadline date, to**

[**foundation@easd.org**](mailto:foundation@easd.org)

**We only require an electronic version – please do not send paper copies**

You will receive an email acknowledging receipt of your application within three working days of submission. Should you have not received confirmation by then please contact the EFSD Office.

**General Information**

* Albert Renold Travel Fellowships enable scientists and clinicians to travel and stay at other institutions in order to learn specific techniques or clinical skills required for the advancement of their diabetes research project and not available at their home institution.
* Applications can be submitted by early career scientists: scientists and clinicians at an early stage of their career, up to 7 years since completion of their most recent degree (PhD, MSc, or MD degrees). Eligibility can be extended for reasons such as maternity, paternity, illness, national service, clinical training, natural disasters, or asylum, if clearly described (further documentation may be requested at the discretion of EASD/EFSD).

The time since the last degree may not exceed seven years before 1 January in the year the Fellowship is awarded. Fellows may not hold a permanent appointment.

* Applicants to all EFSD programmes are encouraged to become paid-up members of EASD. Details on how to become a member can be found on the EASD website www.easd.org or contact membership@easd.org for further information.
* The home and/or the host institution must be based in Europe or a Europe-associated country (a list with associated countries can be found [here](http://www.europeandiabetesfoundation.org/sites/default/files/EFSD%20-%20Europe%20and%20Associated%20Countries.pdf)), both must be non-profit and each must be in a different country.
* Applicants must be employed at their home institution during their award but may not hold a permanent appointment.
* The duration of the stay may be **up to 3 months**.
* Each Fellowship will be endowed with **up to** **Euro 8,000**. The funds must be transferred into a European non-profit institution.
* A letter of recommendation by the Head of the Department at current place of work (home institution) must be attached to this application.
* A letter from the host institution confirming the invitation to visit and describing the objectives of the stay must be attached to this application.
* Successful applicants must travel within **9 months** of receipt of the Award. If this is not possible, special dispensation from this regulation must be sought in writing.
* Awardees will be expected to provide a **written report including a financial report with evidences (e.g., receipts) and a confirmation letter of stay** from the host institution on return to the home institution. The report has to be sent within **three months** after the visit has taken place.
* It is prohibited to remove sections or change the application form template. Incomplete applications will be rejected.

**EFSD**

**Rheindorfer Weg 3, 40591 Düsseldorf, Germany  
Foundation@easd.org**

1. **Applicant Information**

|  |  |
| --- | --- |
| Applicant (Full name) |  |
| Date and place of birth |  |
| Highest Degree |  |
| Year of graduation |  |
| Field of study |  |
| Date and nature of present appointment |  |
| Institution name (anglicised version) |  |
| Institution address (anglicised version) |  |
| Telephone (direct extension, **no** switchboard) |  |
| Mobile phone (if no direct extension available) |  |
| E-mail |  |
| EASD Membership No. (optional) |  |

**Host Information:**

|  |  |
| --- | --- |
| Host name |  |
| Host Institution |  |
| Institution Address |  |
| Telephone (direct extension, **no** switchboard) |  |
| Mobile phone (if no direct extension available): |  |
| E-mail |  |

**Mandatory: A signed letter from the host confirming the invitation to visit must be attached to this application.**

**Application information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Total budget requested (in euros) | | Euro | |
| Intended date of travel | |  | |
| Duration of stay (in months) | |  | |
| From (month / year) |  | To (month / year) |  |
| The nature of your research technique to be learned is:  Basic  Clinical | | | |

**Declaration:**

*I, the undersigned, declare that the information submitted is accurate and complete (to the best of my knowledge) and that I shall accept the regulations as stated above if this travel award is funded.*

|  |  |
| --- | --- |
| **Applicant Signature** |  |

1. **Statement of how the visit will benefit the applicant and the applicant’s department**

*Please note that the intended purpose of the stay should be to learn a new technique to be used in basic or clinical diabetes research. This statement should answer the following questions:*

* *Which specific technique(s) do you want to learn during the stay?*
* *How will your diabetes research project(s) and your home department benefit from your stay and the technique(s)?*
* *Why did you specifically choose your host institution to learn this technique?*

**(Do not exceed 1 page in type no smaller than 11-point Source Sans Pro)**

1. **Biographical sketch**

|  |  |
| --- | --- |
| Date and place of birth |  |
| **Education:** |  |
| Name / location of college or university |
| Highest degree |  |
| Year conferred |  |
| Field of study |  |
| Date and nature of present appointment |  |

**Research and / or professional experience:**

* Starting with your present position.
* list in **reverse chronological order** previous employment, experience and honours.
* List in chronological order the titles of and complete references to all publications during the past three years.
* Please also list earlier publications pertinent to this application.

**(Do not exceed three pages in type no smaller than 11-point Source Sans Pro.)**

1. **Budget**

**Please give a detailed account of your costs in Euros.** If you are applying from a country outside the Euro Zone, please convert your local currency into Euros, using the exchange rate on the date of your application.

**IMPORTANT:** This fellowship programme does not cover costs for workshops, courses, seminars or conference visits, nor research costs (e.g., consumables, equipment), private activities (e.g., concerts, gym, etc.) or purchases which use extends beyond the stay (e.g., books, laptops, clothes etc.).

1. **Budget Table**

|  |  |
| --- | --- |
| **Travel Costs:** (may also include costs for visa, **please describe**) | |
|  |  |
|  |  |
|  |  |
| **Subtotal Euro** |  |
| **Accommodation:** (please describe) | |
|  |  |
|  |  |
| **Subtotal Euro** |  |
| [**Living Expenses:** (e.g., groceries, transportation ticket at host town, please describe)](#RANGE!_bookmark0) | |
|  |  |
|  |  |
|  |  |
| **Subtotal Euro** |  |
| **Other Expenses:** (e.g., travel health insurance if needed, please describe) | |
|  |  |
|  |  |
| **Subtotal Euro** |  |
| **TOTAL BUDGET REQUEST *(May not exceed €8,000)***  **TOTAL EURO** |  |

1. **Budget Justification**

Please provide a justification for each item listed in the budget to show that the amount given is reasonable. It is understood that these costs are estimates.

This budget justification will be reviewed carefully and the Review Committee may on occasion and at its discretion recommend an award in a lesser amount considered more appropriate for the proposed travel.

1. **Financial Support**

**Have you received support through an EFSD award previously?**  Yes  No

**If yes, please provide the following information for each award:**

|  |  |
| --- | --- |
| Name of EFSD programme of the award and year |  |
| Title of project |  |
| Project start date |  |
| Project finish date |  |

Final report submitted?  Yes  No

1. **Letter of recommendation by the Head of the Department at current place of work (home institution).**

**IMPORTANT!** Letters must be dated, printed and signed on institutional letterhead and attached

to the application.

1. **Letter from the host institution describing the objectives of the stay**

*Please note the intended purpose of the stay should be to learn a new technique to be used in basic or clinical diabetes research.*

**IMPORTANT!** Letters must be dated, printed and signed on institutional letterhead and attached

to the application.