

EFSD

European Foundation for the Study of Diabetes

Instructions and Guidelines EFSD Albert Renold Travel Fellowship Application

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1) General Information

EFSD Albert Renold Travel Fellowship Programme Regulations:

- 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.
- Albert Renold Travel Fellowships **do 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.).
- Applicants must be currently either in a PhD programme or 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), the time since the first degree may not exceed seven years before 1 January in the year the Fellowship is awarded.
 - Time periods spent on maternity/paternity leave, long-term illness or other exceptional circumstances will be taken into account, if clearly described (further documentation may be requested at the discretion of EFSD).
- 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, both must be non-profit and each must be in a different country. (for detailed country list, please see here: [EFSD website](#)).
- 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**. Albert Renold Travel Fellowships cannot be used to finance part of a longer stay.
- 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 included in the fellowship application.
- A letter from the host institution confirming the invitation to visit and describing the objectives of the stay must be included in the fellowship application.
- Applications will be reviewed by an independent committee of experts and awards will be made within 8 weeks after the application deadline.
- Successful applicants must travel within **9 months** of receipt of the award. If this is not possible, special permission from the EFSD Office must be sought in writing or the fellowship will be automatically withdrawn without further notice.

- Fellowship activation documents must be returned to the EFSD Office within six months from the date of the EFSD award confirmation notice. If this is not possible, special permission from the EFSD Office must be sought in writing or the fellowship will be automatically withdrawn without further notice.
- 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.
- Awardees will not be able to receive a second Albert Renold Travel Fellowship within the next two years following their award.
- A list of all EFSD regulations can be found on the Programmes link of the EFSD website: www.EuropeanDiabetesFoundation.org.

IMPORTANT

- **You must submit your application as one complete PDF email attachment by 12:00 noon (CET) on the deadline date!** Only fully submitted applications will be checked by the EFSD office and forwarded to the reviewers.
It is prohibited to remove sections or change the application form template. Incomplete applications will be rejected.
- All correspondence regarding your application and grant, in case of a successful application, will be sent **only to the Applicant's email provided in this application**.
- After submitting your application, you will receive a confirmation email acknowledging receipt of your application.
- After the submission deadline you will no longer be able to make any changes to your application.

Help

- For **any other queries**, please contact the EFSD Office: foundation@easd.org

2) Guidelines Applicant Information

In this section you are asked to submit the following information:

- Enter your contact details (name, institution, institutional address, phone and email address) and your EASD member number. If your contact information is outdated, please remember to also update your information in your EASD membership account.
- **IMPORTANT!** All correspondence regarding your application and grant in case of a successful application will be **sent only to your e-mail provided in this application**. All applicants must be paid-up **EASD members**.
- **If you are not yet an EASD member or if your EASD membership has expired**, you are encouraged to become an EASD member or renew your membership. You may, however, apply for EASD membership and an EFSD award at the same time. To renew, re-activate or apply for EASD membership, go to the EASD Membership section in [MyEASD](#). Here you can also access your membership profile if you are a paid-up EASD member, update your contact details and check when your membership will expire. More information on EASD membership and how to become a member can also be found on the EASD website: www.easd.org.
- You are also asked to enter the name and contact details of your host.
- Total budget requested (max Euro 8,000)
- Nature of the research technique to be learned (clinical or basic)
Clinical research is defined as a study performed in vivo, in human individuals with focus on clinically relevant and diabetes-related outcomes.
- Fellowship duration (length of stay in months, travel start and end date)
- Applicants are required to sign the following statement:
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 of the EFSD Albert Renold Travel Fellowship Programme if this travel award is funded.

3) Guidelines Statement of Applicant

An essential part of an Albert Renold Travel Fellowship application is the applicant's statement of how the visit will benefit the applicant and the applicant's department.

Please keep in mind that the intended purpose of the stay should be to learn a new, specific technique or clinical skill to be used for the advancement of your basic or clinical diabetes research project and that is not available at your home institution.

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?

IMPORTANT! The statement **must not exceed 1 page written in type no smaller than 11 point Arial with single line spacing**. Any application exceeding this page limit will not be forwarded for review.

4) Guidelines Biographical Sketch

IMPORTANT! The biographical sketch **must not exceed 3 pages written in type no smaller than 11 point Arial with single line spacing**. Documents exceeding these parameters will not be forwarded for review.

Please list your education and employment in **reverse chronological order**.

A biographical sketch should contain the following information:

- Name
- Date and place of birth
- Date and nature of present appointment
- Education (your complete academic education in reverse chronological order)
 - Name / location of college or university
 - Field of study
 - Highest degree and year conferred
- Research and/or professional experience (in reverse chronological order)
 - Present Position
 - Previous employment(s) (if applicable)
 - Experiences (if applicable)
 - Honours (if applicable)

- Publications (in reverse chronological order)
 - Titles of and complete references to all publications during the past three years (in reverse chronological order)
 - Earlier publications pertinent to this application
 - If a complete list of publications exceeds the three-page limit, choose those most pertinent to this application.

5) Budget

In this section you are asked to provide a detailed budget (expected costs) for your stay using the budget table provided as a download.

The total budget submitted must match the total being requested from EFSD.

Your total may not exceed Euro 8,000.

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.).

Please be reasonable and realistic! It is understood that the stated costs are estimates and it is ok to calculate them generously to be on the safe side. However, please calculate what you really expect to be necessary to cover the costs of your travel and stay. Please do not just distribute Euro 8,000 over the budget sections, trying to receive the maximum amount of funding possible – reviewers will likely notice that. If your stay includes a hotel accommodation, please be reasonable and note that EFSD usually does not cover 5 star hotels and alike.

There are resources on the internet that can help you to estimate the costs for accommodations and other living costs in the city you intend to travel to, for example [numbeo](#) or [expatistan](#). Per diem rates, for example from your university, for travels to the country you intend to go to are another source to get an idea about costs of living. For all these options, please keep in mind that the EFSD budget table separates costs for accommodation and the remaining living expenses.

a) Budget Table

<p>Travel Costs: (may also include costs for visa, please describe)</p>	<p style="text-align: right;">TOTAL Euro _____</p>
<p>Accommodation: (please describe)</p>	<p style="text-align: right;">TOTAL Euro _____</p>
<p>Living Expenses: (e.g., groceries, transportation ticket at host town, please describe)</p>	<p style="text-align: right;">TOTAL Euro _____</p>
<p>Other Expenses: (e.g., travel health insurance if needed, please describe)</p>	<p style="text-align: right;">TOTAL Euro _____</p>
<p>TOTAL BUDGET REQUEST <i>May not exceed €8,000</i></p>	<p style="text-align: right;">TOTAL Euro _____</p>

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

b) Budget Justification

In this section you are asked to provide a short 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.

6) Financial Support

In this section you are asked if you previously received an EFSD award. If this is the case then further information needs to be provided.

7) Letter of Recommendation - Home Institution

Applicants are required to submit a signed letter of recommendation by the Head of the Department at the current place of work (**home institution**).

8) Letter of Host Institution

Applicants are required to submit a signed letter of invitation from **the host institution** confirming the invitation to visit and describing the objectives of the stay.

IMPORTANT! Both letters must be dated and printed on institutional letterhead.