ESMO Leadership and Career Development Award

Application Instructions and Terms and Conditions

Applicants are asked to carefully read this document noting the documentation and information required and the applicable Terms and Conditions, to ensure that the application is completed accurately and is eligible for processing without delay.

Applicants are strongly advised to commence the application process as early as possible to ensure that they obtain all supporting documents to submit the application by the deadline.

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1. Application instructions

- All application material must be submitted in English.
- Applications are submitted via the online application form.
- The following documents need to be uploaded as separate files, using the template provided where requested, and saved using the format stated below:
    - Project Proposal – using the template – saved as *Name_Surname_ Project_Proposal*
    - Motivation Letter – saved as *Name_Surname_Motivation_Letter*
    - Acceptance Letter – saved as *Name_Surname_Acceptance_Letter*
    - Curriculum Vitae – using the template – saved as *Name_Surname_CV*

Uploaded documents must be in PDF and cannot be larger than 10MB

- The Curriculum Vitae and Project Proposal must be on the template provided. The application will be rejected if the template is not used.
- Some fields will be automatically pre-filled from your myESMO profile. Before starting the application, please verify that your myESMO profile details are correct and update as needed.
- You do not need to complete your application in one session; you may use the "save draft" button at the end of the application form to save it and return to it later. Please note that if the application page remains inactive for an extended period, the web session may expire, and unsaved data may be lost. We therefore recommend saving your application regularly.
- After completing the application, you must click the "submit" button before midnight Central European Time (CET) on the deadline date.
- Applications that are started but not submitted, or incomplete applications, will not be considered.

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2. Eligibility criteria

Applicants must satisfy all the below criteria:

- Be an ESMO member - renew your membership here
- Be a qualified medical doctor
- Be aged 30-45 years at the time of application
- Members who already participated in the ESMO Leaders Generation Programme/ESMO Leadership Programme or received an ESMO Research Fellowship are not eligible to apply for the ESMO Leadership and Career Development Award.

How to get assistance

- Any questions, either technical or about the ESMO Leadership and Career Development Award, must be addressed via the online 'contact us' form (select category 'fellowships').

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3. How to apply

- Applications must be submitted via the online form (link) providing the following information:
  - Personal details including contact details, date of birth, country/region of work will be requested. Some fields will be automatically pre-filled from your myESMO profile. Please verify the accuracy of these details and update your profile if needed, before submitting your application.
  - Details about home and host institute.

- The following documents must be uploaded as separate files:
  a. Curriculum Vitae including list of publications and presentations using the template provided
  b. Project Proposal, including research strategy, aims and timelines using the template provided
  c. Motivation Letter
  d. Acceptance Letter from the host institute

a. Curriculum Vitae:

- Must be submitted using the template provided on the application page.
- Should not exceed three A4 pages.
- List of publications and presentations:
  - These should be numbered, and the list should not exceed one and a half A4 pages.
  - Publications should be limited to the top 5. Each publication must include a short statement (maximum 2 sentences) explaining why it was selected and its impact on your work.
  - Publications should be full publications (abstracts or communications are not accepted).
  - Presentations must be limited to the last five years.

The document must be saved using the following format *Name_Surname_CV* and uploaded *(example: Mary_Smith_CV).*
Uploaded documents must be in PDF and cannot be larger than 10MB

b. Project Proposal

- A detailed Project Proposal must be submitted using the template provided.
- The project must be a one-year project with either a clinical or translational research focus, or a capacity-building initiative aimed at developing institutional infrastructure
    - The Proposal must be prepared by the applicant in collaboration with the supervisor at the host institute.
    - The Proposal includes the project title, project abstract, specific aims, timelines and research strategy.
    - Further guidance, including section descriptions and word limit is provided directly in the template and must be strictly followed.

The document must be saved using the following format *Name_Surname_Project_Proposal* and uploaded *(example: Mary_Smith_Project_Proposal).*

Uploaded documents must be in PDF and cannot be larger than 10MB

c. Motivation Letter:

- Should describe the applicant's personal motivation for applying for the Award.
- The letter should be a maximum of 2 pages in Arial Narrow size 11 or larger, with 1.5 line spacing, preferably PDF format.
- Must be written in English and signed and dated by the applicant.
- Must include the following:
    - A clear statement of the applicant's motivation for the Award.
    - Statement of project goals.
    - Details of the impact the project will have on the career of the applicant and their institution

The document must be saved using the following format *Name_Surname_ Motivation_Letter* and uploaded *(example: Mary_Smith_ Motivation_Letter).*

Uploaded documents must be in PDF and cannot be larger than 10MB

d. Acceptance Letter:

- A Letter of Acceptance must be provided by the person responsible for the project at the host institute.
- The letter must be maximum 1 page, preferably PDF format.
- Must be written in English, on the institution letterhead and duly signed and dated by the responsible person.
- The Acceptance Letter must clearly state:
    - Name of applicant and title of Project Proposal
    - Intended start date
    - Confirmation that the host institution will provide adequate facilities and support to perform the proposed work, including intended structure of the mentor/investigator interaction during the proposed project.
    - Clear statement of commitment to guarantee the required and agreed protected time (100% or 50%) to deliver the project.
    - Acknowledge that the applicant must:
        - participate in the leadership training programme, including 8 online modules and 2 in-person workshops, held in connection with the ESMO Annual Congress.

- attend another ESMO Congress
- contribute to an ESMO scientific project or activity.

The document must be saved using the following format *Name_Surname_ Acceptance_Letter* and uploaded *(example: Mary_Smith_ Acceptance_Letter).*

Uploaded documents must be in PDF and cannot be larger than 10MB

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4. After submission

- You may retrieve a saved but not yet submitted application by returning to the online application page for this Award and login with your myESMO credentials.
- No changes can be made to an application once it has been submitted. To request changes, contact ESMO via 'contact us' (select category "fellowships" clearly indicating the details you would like to change or upload the attachment to be replaced.
- If you wish to withdraw your application, inform ESMO immediately by email to fellowship@esmo.org stating your name.

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5. Award Period

The Award period is one year. Outcome notifications will be sent by end of July. The Award must commence before the 30 of April.
ESMO must be notified immediately if, for any reason, the Award must be terminated prematurely. Notification should be sent by email to **fellowship@esmo.org** and appropriate funds must be reimbursed accordingly.

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6. Award Amount

The amount awarded is either EUR 60,000 (for 100% guaranteed protected time to deliver the project) or EUR 30,000 (for 50% guaranteed protected time) and is intended to supplement the salary of the Awardee for the duration of the Award Period.

The Award is paid in three instalments over the duration of the Award Period:

- The first instalment one month before the commencement of the project (unless otherwise agreed).
- The second instalment is paid after six months, subject to submission and approval of the mid-term progress report *(see point 11).*
- The final instalment is paid at the end of the Award Period, subject to submission and approval of the final report *(see point 11).*

Costs for visa, passports, airport taxes etc. are the responsibility of the Awardee, and will not be reimbursed. The Award does not cover medical care, insurance or taxes or provide support for accompanying dependents *(see points 7,8 and 9).*

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7. Insurance

ESMO Leadership and Career Development Awardees and their dependents are not insured by ESMO, either for medical expenses or for accidents that may occur during travel to and from the host institute and their place of residence, or during their stay. During the Award Period, ESMO is not liable for the actions, activities, health, or safety of the Awardee or their dependents. In their own interest, Awardees

are advised to ensure that they, their dependents, and the institution hosting them have the necessary insurance coverage.

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8. Taxes and Social Charges

It is the responsibility of the Awardee and host institution to pay any taxes or social charges related to the Award.

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9. Work Permit

The Awardee, in collaboration with the host institution, is responsible for obtaining any work permit or other documentation that is needed to work in the host country.

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10. Agreement

The Awardee will be required to complete and sign an agreement (also to be signed by the host institute and ESMO) to acknowledge and agree to the terms and conditions of the ESMO Leadership and Career Development Award.

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11. Reporting

Recipients of the ESMO Leadership and Career Development Award are required to submit a mid-term progress report and a final report at the end of the project period. Reports must be signed by both the Awardee and the designated mentor or host supervisor.
The final report will be made available on the ESMO website,. The timing of these reports is specified in the agreement to be completed by the Awardees prior to starting the project.

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12. Publications resulting from the award programme

All abstracts, publications and presentations resulting from the ESMO Leadership and Career Development Award supported by ESMO must contain the following acknowledgment: “This Project was supported by ESMO with the aid of a grant from X [Name of Sponsor, if applicable]. Any views, opinions, findings, conclusions, or recommendations expressed in this material are those solely of the author(s) and do not necessarily reflect those of ESMO or X” and a copy of any manuscript or other publication should be sent to ESMO and the Sponsor (if applicable).

As a priority you are invited to submit any manuscripts deriving from the ESMO Leadership and Career Development Award in an ESMO Oncology Journal which include: Annals of Oncology, ESMO Open, Immuno-Oncology Technology, ESMO Gastrointestinal Oncology, ESMO Real World Data & Digital Oncology and ESMO Rare Cancers. Should the article be refused by one of these journals, the Awardee may submit their article to another journal.

Instructions on how to submit your manuscript can be found on the applicable journal website.