



ESMO ARTIFICIAL INTELLIGENCE (AI) FELLOWSHIP:

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.

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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1. Eligibility criteria

Applicants must satisfy all the below criteria:

- ESMO member -[renew your membership here](#)
 - Qualification: Medical doctor
 - Protected time dedicated to research project: 100%
 - Age: ≤ 40 years old at application, extensions for maternity/paternity leave: +1 year per child
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2. How to apply

- Application form ([link](#)).
 - i. Personal details including contact details, date of birth, country/region of work will be requested. Some of the fields will be automatically filled in with your myESMO profile. Please verify the correctness of the details in these field and update your profile in [myESMO](#) if necessary
 - ii. Details about home and host institutes
 - iii. Other details must be uploaded as separate documents:
 - a. Curriculum Vitae including list of publications and presentations
 - b. Research Project proposal, including research strategy, aims and timelines
 - c. Motivation letter
 - d. Acceptance letter from the host institute

See below for more details about each element to be uploaded

a. Curriculum Vitae:

- Must be submitted using the template supplied on the application page.
- Should be no more than 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 in terms publications and include a short statement (no more than 2 sentences) explaining why you have selected these and the impact they have had on your work.
 - Publications should be full publications - not abstracts or communications
 - Presentations should be limited to the last five years.

The uploaded document should include name, last name of the applicant and document type (*example: Mary_Smith_CV*).

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

b. Research Project proposal

- A detailed research project proposal must be submitted using the template provided.
- Must be prepared by yourself and the supervisor at the host institute.
- This includes the research project title, project abstract, specific aims, timelines and research strategy.
- More details and word limits are shown on the template.

The uploaded document should include name, last name of the applicant and document type (*example: Mary_Smith_Research_Proposal*).

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



c. Motivation letter:

- This should describe the applicant's personal motivation for applying for the fellowship.
- This should be a maximum of 2 pages in Arial Narrow size 11 or plus, with 1.5 line spacing, preferably pdf format
- Must be written in English and signed and dated by the applicant
- Must include the following:
 - Personal motivation for the fellowship
 - Statement of project goals
 - Explanation of how the acquired techniques will be used in the home institute and/or country

The uploaded document should include name, last name of the applicant and document type (*example: Mary_Smith_Motivation_letter*).

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

d. Acceptance letter:

- Letter of acceptance from the person responsible for the project at the host institute confirming the agreement and dates for the proposed project.
- Maximum 1 page, preferably pdf format
- Must be written in English, on the institute's letter head and duly signed and dated
- Must include the following:
 - Name of fellow and title of proposed project
 - Intended start date of project and length of fellowship
 - Assurance that the host institution will provide adequate facilities and support for performance of 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.

The uploaded document should include name, last name of the applicant and document type (*example: Mary_Smith_Acceptance letter*).

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

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.
 - No changes can be made 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.
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Terms and Conditions

1. Time and period of fellowship

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

2. Fellowship funds

- The amount awarded is EUR 200,000 and is intended to cover all accommodation and living costs for the duration of the fellowship period.
- The grant is paid in smaller instalments over the duration of the fellowship and are released upon submission and approval of progress reports: EUR 100.000 one month before the commencement of the Research Project (unless otherwise authorized) and in two tranches thereafter of EUR 50.000 each, the first at the start of the second year and the final tranche at the end of the Fellowship (*see point 7 on reporting*)
- The amount awarded may not completely cover all travel expenses, nor are they to be seen as a normal salary.
- Costs for visa, passports, airport taxes etc. are the responsibility of the fellows, and will not be reimbursed. The fellowship does not cover medical care, insurance or taxes or provide support for accompanying dependents (*see points 3,4 and 5*).

3. Insurance

Fellowship recipients 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 fellowship, ESMO is not liable for the actions, activities, health, or safety of the fellows or their dependents. In their own interest, fellowship recipients are advised to ensure that they, their dependents, and the institution hosting them have the necessary insurance coverage.

4. Taxes

It is the responsibility of the fellow and host Institution to pay any taxes related to the fellowship funds.

5. Work permit

In case a work permit is needed in the host country, this is the responsibility of the fellow in collaboration with the host institute.

6. Agreement

The fellow will be required to complete and sign an agreement (also to be signed by the host institute and ESMO CEO) in order to acknowledge agreement to the terms and conditions of the awarded fellowship.

7. Reporting

Recipients of the fellowship are required to submit intermediate summary reports on the progress of the research project and a final report on completion of the research fellowship to ESMO. These reports must be signed by the fellow and the mentor at the host institute. The final report is made available online under ESMO Career Development, Awardees and Reports. The timing of these reports is specified in the agreement to be completed by the fellows prior to the start of their fellowship.



8. Publications resulting from the fellowship

All abstracts, publications and presentations resulting from a fellowship supported by ESMO must contain the following acknowledgment: “This Research Project was supported by ESMO with the aid of a grant from X [Name of Sponsor]. 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.

As a priority you are invited to consider publishing the results deriving from ESMO sponsored fellowships in an ESMO Oncology Journal which are: 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 Fellow may forward their article to another journal.

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