



**BVP-SBP**  
SHORT-TERM RESEARCH  
OR TRAINING  
**FELLOWSHIPS**  
**GENERAL CONDITIONS**

Supported by the **BVP-SBP** major sponsors :



# General Conditions

## The BVP-SBP will attribute Short-Term Research or Training Fellowships to members of the BVP-SBP

### Short-Term Research Fellowships

- a. The fellowships are attributed by the BVP-SBP, with the financial support of its major sponsors, with the objectives of enabling young investigators and clinicians, to develop, acquire, and apply advanced research procedures and techniques in the area of respiratory medicine through a two-three months collaboration period in Belgium or a foreign country. Two to three grants for up to three months (in one continuous period or divided in weekly day(s) of fellowships) are made annually. At least one grant will be attributed to a candidate working in a non-academic institution.
- b. The proposal should elaborate on how the partnership between the host and the candidate will take full advantage of the unique facilities, resources, and materials available in their respective institutions. The initiation or development of collaborative projects between the host and home institutes are encouraged.
- c. Candidates should be actively engaged in respiratory research, with appropriate scientific or medical qualifications.
- d. Eligible candidates should hold a position at their home institution.
- e. Awards are conditional on the return of the fellow to the home institution at the end of the fellowship and on the availability of appropriate facilities and resources to apply the newly acquired skills.

### Short-Term Training Fellowships

- a. The fellowships are attributed by the BVP-SBP, with the financial support of its major sponsors, with the objectives of enabling young clinicians, to acquire, and apply techniques in the area of respiratory medicine through two to three months long training period in Belgium or a foreign country. Two to three grants for up to three months (in one continuous period or divided in weekly day(s) of fellowships) are made annually. At least one grant will be attributed to a candidate working in a non-academic institution.
- b. Applications for projects that are geared to the development and implementation of specific medical techniques are particularly encouraged.
- c. The proposal should elaborate on how the partnership between the host and the candidate would take full advantage of the unique facilities, resources, and materials available in the host institution. It should also indicate how the new techniques will be relevant to the current medical status in the candidate institution and to the curriculum of the fellow.
- d. Candidates should be actively engaged in respiratory care, with appropriate medical qualifications.
- e. Eligible candidates should hold a position at their home institution.
- f. Awards are conditional on the return of the fellow to the home institution at the end of the fellowship and on the availability of appropriate facilities and resources to apply and implement the newly acquired skills.

# General Conditions

- a. The BVP-SBP offers Short-Term Fellowships for professionals actively engaged in clinical and basic research in respiratory medicine and clinical pulmonary practice :

Programme		Duration
Short-Term Research Fellowships	STRF	up to 3 months
Short-Term Training Fellowships	STTF	up to 3 months

- b. The awards are supported by the major sponsors of the BVP-SBP. They enable qualified doctors and respiratory investigators to carry out specific research and clinical projects or to obtain training in a clinical or research unit in any Belgian or foreign country.

## 1. The BVP-SBP Fellowships

- a. are conditional on fellows returning to their home institutions at the end of their fellowship period.
- b. may be extended, subject to written approval of the home and host supervisors and at no additional cost to BVP-SBP, by a period up to its original duration.
- c. are not intended to prolong, or run concurrently with, other awards, even those funded by other agencies.
- d. may not be financially supplemented by agencies other than the home or host institutions, or the fellows personally.
- e. are not granted for basic training, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutions.
- f. that are terminated prematurely, must be notified promptly to BVP-SBP and appropriate funds reimbursed.
- g. require an administrative end-of-project report in English within a month of the end of the project. The reports will be published on the BVP-SBP website.

## 2. Applications

- a. and all supporting documents must be submitted in English.
- b. must be received by the BVP-SBP office before one of the application closing dates – either **June 15<sup>th</sup>** or **October 31<sup>st</sup>**.
- c. must be **submitted by e-mail** (info@bvp-sbp.org).
- d. will be acknowledged promptly and candidates advised if items are missing.
- e. that have undergone a review and selection process and were not approved for funding cannot be resubmitted.
- f. should normally specify only one institution as host unit.

## 3. Candidates

- a. must possess appropriate professional qualifications and experience according to the specific fellowship applied for.
- b. must be currently engaged in pulmonary research or clinical pulmonary practice.
- c. must be a member of the BVP-SBP.
- d. must be on the staff payroll of a university, research laboratory or institute, hospital or where they will return at the end of the fellowship.

## 4. Selection

- a. Selection is made on the basis of scientific and expert evaluation of the application and the proposed work as set out by the candidates in the project description. Reviewers are members of the BVP-SBP board of directors but they can ask additional experts to join them if requested.
- b. The decisions are final and appeals are not considered.

## 5. Awards

- a. Awards are funded according to the personal and professional circumstances of the fellow and the host institution and may **not exceed 8000 EURO**. Short-term fellowships may last up to three months (in one continuous period or divided in weekly day(s) of fellowships). However, the Review Committee reserves the right to reduce this period depending on the content of the submitted project.
- b. BVP-SBP fellows are not insured by the BVP-SBP against medical expenses for themselves or their families; neither are they insured for accidents during their travel to and from the host institution. The BVP-SBP does not recognize recipients of its fellowships as agents or employees of the BVP-SBP and accepts no liability in respect of any of their actions or activities or in respect to the health or safety of their persons. In their own interest, recipients of the fellowships are, therefore, urged to make sure that both they, their families and the institutions which receive them are fully covered by the necessary insurances.
- c. It is the sole responsibility of the recipient of an award to pay any tax which may be levied upon him/her by the appropriate national authority.

**Any infringement of these conditions will result in the withdrawal of an application from the selection process or the cancellation of an award already made.**

## 6. Guidelines for completing a BVP-SBP fellowship application

Each fellowship programme has its own particular aims and characteristics. Choose the one that is appropriate to your scientific, medical and clinical background, as well as your past experience and future professional objectives.

### 6.1. Supervisors

- a. Your home supervisor's Release Form should authorize your leave of absence during the planned project period, indicate that, if successful, a position will be open to you on completion of the fellowship, and confirm the relevance of and support of your proposed work.
- b. Your host supervisor needs to provide to the BVP-SBP a signed Host Acceptance Form, which you should have pre-completed as necessary and sent on to your host for signature.

### 6.2. Proposed start and finish dates of your project

- a. These dates should fall within the specified duration of the fellowship you applied for. They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa and passport formalities.
- b. You can expect a decision within 60 days of project receipt.

### 6.3. Project description

This is the most important component of your application. It should be prepared by yourself and have the approval of your home and host supervisors. The description must not exceed four pages. It must address in sufficient scientific, medical and/or technical detail all of the following points :

- a. objectives and underlying hypothesis
- b. material, methods, procedures
- c. relevance to respiratory medicine
- d. relevance and potential benefits to activities in the home institute and for patients
- e. relationship to your past, current and future professional activities
- f. reason(s) for choice of host institution
- g. justification of project duration
- h. facilities available upon return to continue the work and to apply and disseminate the newly acquired skills.