

ERS Clinical Training Fellowship (CTF) 2024 Application Guidance

1 July 2024



Table of Contents

1	Introduction	- 3 -
2	Eligibility requirements	- 3 -
2.1	Schedule and duration	- 3 -
2.2	Age and Career	- 3 -
2.3	Academic qualifications	- 4 -
2.4	ERS membership	- 4 -
2.5	Fellowship mobility	- 4 -
2.6	Home institution and supervisor	- 4 -
2.7	Host institution and supervisor	- 5 -
2.8	Previous ERS fellowship	- 5 -
2.9	Extension of a previous training supported by other funds	- 5 -
3	ERS fellowship programmes and joint fellowship schemes	- 6 -
3.1	Standard	- 6 -
3.2	Scientifically Developing Countries	- 6 -
3.3	Joint fellowship schemes	- 6 -
4	Online application	- 7 -
4.1	Deadline and submission guidelines	- 7 -
4.2	Applicant's personal files	- 7 -
4.3	Home and Host Supervisors' forms	- 8 -
4.4	Work plan	- 8 -
4.5	Learning path	- 8 -
4.6	ERS HERMES examination	- 9 -
4.7	Areas of the clinical training	- 9 -
4.8	Ethics, compliance and integrity	- 10 -
4.9	Use of animals in training	- 10 -
5	Selection process	- 10 -
6	Fellowship grant calculation	- 11 -
6.1	Living allowance	- 11 -
6.2	Child allowance	- 12 -
6.3	Mobility allowance	- 12 -
7	Other fellowships and funding schemes	- 13 -
8	Fellowship implementation	- 13 -
9	Reporting and Publications	- 14 -
9.1	Reporting	- 14 -
9.2	Publications	- 14 -



1 Introduction

- a. ERS Clinical Training Fellowship (CTF) programme aims to:
 - Promote education on techniques and methods in respiratory medicine.
 - Contribute to the transfer and implementation of new techniques or methodologies and building knowledge in countries where there is a clinical gap.
 - Support early career health care professionals (HCP) through in-depth training at highly qualified institutions.
 - Foster knowledge exchange and collaboration between HCP, institutions and countries.
- b. CTF are intended to enable members in the early stages of their career in respiratory medicine to visit a host institution in a European country other than their own, with the aim of learning a skill or procedure not available in their current home institution. The clinical training should benefit the home institution when the applicant returns there, and ultimately, where possible, the fellowship recipient should try and incorporate the newly acquired skill or procedure back into daily practice.
- c. CTF are not granted for undergraduate studies, workshops, courses, lectures, meetings, conferences, congresses or for visiting institutions.
- d. CTF are from 1 month to 6 months.
- e. Applicants are awarded based on clinical experience and scientific merit. ERS also strives to maintain a good diversity in the profile of the selected candidates, and diversity within the respiratory fields of the selected applications.
- f. No distinction will be made between candidates based on gender, ethnic origin, sexual orientation, religious or political beliefs.

2 Eligibility requirements

2.1 Schedule and duration

- a. **October 2024 round (deadline on 2 October 2024):** ERS will notify successful candidates mid-February 2025. CTF can start from 1 March 2025. The last date for starting a fellowship must be 28 February 2026. Fellowship recipients have 1 year to start their fellowship, should they not comply with the given timeframe, ERS maintains the right to revoke their fellowship.
- b. CTF duration is between 1 and 6 months maximum.
- c. Between the notification date and the start of the CTF, successful candidates should complete travel, visa, passport, housing formalities, insurances, etc. To achieve this, they should engage with their host and home institutions and related authorities ahead of time. Failure to fulfill these requirements within the specified timeframe may result in the cancellation of the fellowship.
- d. The work plan is to be carried out on a full-time basis (100%) and cannot be split nor reduced. Should candidates be potentially interested in working part-time for family or personal reasons, this will need to be requested and agreed with the host institution(s) and ERS. If approved, all the allowances will be calculated pro-rata (30-day month). Kindly note that it may not always be feasible to have such arrangements and applicants must ensure that by working part-time they will be eligible for a visa for the duration of their fellowship in the selected host country.

2.2 Age and Career

- a. CTF are open to applicants of all ages targeting mainly HCP at the earlier stage of their career.
- b. Applicants who have taken a career break, including, but not limited to, parental leave and unemployment, are encouraged.



2.3 Academic qualifications

- a. Candidates should be actively engaged or must have experience in the respiratory field.
- b. Applicants must be qualified clinicians or healthcare professionals working in respiratory health/medicine (nurses, physiotherapists, respiratory function technologists, allied respiratory professionals, etc.). At a minimum, applicants should hold a MD, MSc or equivalent degree at the time of application.
- c. Candidates should have adequate fluency in the language spoken at the host institution.

2.4 ERS membership

- a. Candidates must be ERS active members when applying for a CTF.
- b. Candidates with a national or regional society membership can obtain a joint membership with ERS through their respective national or regional society if ERS has a membership agreement with this society. To proceed, candidates should contact their national or regional society who will do the necessary and coordinate the joint affiliation with ERS directly.
- c. The list of societies ERS has an agreement with can be found on the ERS website: <https://www.ersnet.org/the-society/membership/ers-partnerships-with-national-societies>
- d. Candidates with no membership and no possibility of applying for a joint membership must subscribe to an ERS membership online. Please go online on myERS <https://my.ersnet.org/> for further information.

2.5 Fellowship mobility

- a. ERS fellowships promote education in Europe and internationally. All nationalities, European and non-European based candidates are allowed to submit a proposal.
- b. Mobility is crucial as ERS fellowships promote knowledge sharing between countries, therefore exchanges between two institutions within the same country are not allowed.
- c. At the time of the application deadline, candidates must not have worked in the host institution or host country in the last 12 months. Therefore, candidates already at their host institution are not eligible.
- d. It is mandatory for fellowship recipients to return to their home institution to disseminate the acquired knowledge and techniques. Therefore, applicants must include a detailed return to the home institution plan in the career development plan on the online application platform.

2.6 Home institution and supervisor

- a. The home supervisor refers to the applicant's current supervisor at the institution where the applicant is currently based. However, it is also possible for the applicant to put forward a past supervisor (e.g. PhD supervisor, etc) provided that the person can act as a referee and comment on the candidate's work, in relation to the proposed career development plan.
- b. Candidates with a clear formal connection/link to their home institution will be prioritised.
- c. It is up to the applicant to identify and to contact the most relevant person at their home institution for the application to the CTF programme.
- d. The home supervisor is required to read, complete and sign the Home Supervisor Support Form (form available on ERS online application platform). The information in the Home Supervisor Support Form must match the information included in the online application.



2.7 Host institution and supervisor

- a. It is up to the applicant to identify the most relevant host institution and supervisor for the application. Applicants must contact potential hosts on their own time and ERS will not provide any assistance in the search of a host institution.
- b. The choice of host institution is an important criterion that will be assessed by ERS experts during the selection process. Applications without appropriate justification will not be considered.
- c. The host institution should provide administrative support for all practicalities before, during and at the end of the fellowship (housing, safety induction, etc.).
- d. Several candidates may apply to the same host institution, however no more than one candidate within the same host institution will be selected. The host supervisor is responsible for informing the candidates if there are other applications within the same institution, particularly if both candidates apply under the same host supervisor.
- e. The host supervisor refers to the individual that will supervise and train the fellow throughout the fellowship. The host institution through the host supervisor will be the main contact/reference and will have the overall responsibility to ensure compliance and the smooth running of the whole fellowship.
- f. It is crucial to select a host supervisor based on his/her competences, knowledge and expertise linked to the area of the clinical training. The host institution's facilities, equipment and resources should be available for the applicant to carry out the training.
- g. The host supervisor is required to read, complete, and sign the Host Supervisor Acceptance Form (form available on ERS online application platform). The information in the Host Supervisor Acceptance Form must match the information included in the online application.
- h. The host supervisor is required to provide the applicant with a list of his/her most relevant educational and professional activities and publications related to the clinical training. The information will be included in the online application.
- i. The host supervisor should provide scientific support to the applicants during the CTF (regular meetings and evaluations) and is also responsible to provide ERS with an end-of-fellowship report.

2.8 Previous ERS fellowship

- a. Applicants who have already been awarded an ERS Clinical Training Fellowship in the past are not eligible.
- b. Applicants who have received an ERS Long-Term Research Fellowship, a RESPIRE 1/2/3/4 fellowship and/or an ERS Short-Term Research Fellowship once in the past are eligible to apply for the ERS Clinical Training Fellowship if the previous ERS fellowship has been completed for more than 6 months and the fellowship recipient and the host supervisor have provided ERS with the requested end-of-fellowship report for their previous fellowship.

2.9 Extension of a previous training supported by other funds

- a. Applications for the extension of a previous training supported from other sources will be considered in competition as any other applications based on clinical experience and scientific merit.
- b. Applicants should inform ERS about the success or challenges/failure of the previous training. A description of the new added value in terms of skills, techniques, as well as a clear statement of the expected new benefits (to be added in the work plan, see point 4.4).



3 ERS fellowship programmes and joint fellowship schemes

ERS office will evaluate applicants' eligibility in terms of academic requirements, work plan and mobility. Candidates are required to comply with at least one of the ERS fellowship programmes (Standard or SDC).

ERS fellowship programmes	Mobility requirements
Standard	<ul style="list-style-type: none"> • From Europe to Europe • From overseas to Europe <p><i>Mandatory return home</i></p>
Scientifically Developing Countries (SDC)	<ul style="list-style-type: none"> • From SDC to Europe <p><i>Mandatory return home</i></p>

Europe is defined according to the [World Health Organization](#) definition

Table 1

3.1 Standard

- a. Candidates should be nationals or residents in a country in Europe, going to another country in Europe or should be based overseas and go to Europe.
- b. A return to the home institution is mandatory upon fellowship completion. The aim is to transfer and implement the acquired skills at the home institution. Candidates should explain how the acquired skills/experience will benefit their home country/institution and how they propose to share/disseminate the knowledge gained upon return. The work plan should detail activities, timing, and resources for transferring knowledge at the home institution level.

3.2 Scientifically Developing Countries

- a. Candidates should be based in a Scientifically Developing Country (SDC) and going to Europe. The following definitions apply to SDC (source [the World Bank Data](#)):
 - Low-income economies
 - Lower-middle-income economies
 - Upper-middle-income economies
- b. The SDC programme is designed for applicants who have limited or no access to training opportunities in the respiratory field within their home country. Applicants should demonstrate respiratory clinical gaps and needs that can be considered as developing from a scientific perspective.
- c. Applicants must articulate the respiratory challenges and requirements within their home country or institution, elucidating the crucial reasons for seeking opportunities in Europe. The gap statement should be substantiated with data and other pertinent documents such as policy papers.
- d. Upon completion of the fellowship, a return to the home institution is mandatory. The aim is to transfer and implement the acquired skills in the home country/institution. Candidates should explain how the acquired skills/experience will benefit their home country/institution and how they propose to share/disseminate the knowledge gained upon return. The work plan should provide comprehensive details on the activities, timing, and resources involved in transferring knowledge to the home country.

3.3 Joint fellowship schemes

Candidates are categorised under ERS fellowship programmes but may also qualify for a joint fellowship scheme established between ERS national respiratory societies or international organisations. To be considered, candidates must meet the ERS eligibility criteria and general requirements related to training scope, mobility, and academic level. Candidates are required to declare their affiliation with a national society partner in the online application. ERS will assess candidates for suitability in specific schemes. *In this regard, applications can be submitted to the mentioned national societies or organisations for their review.*



Joint fellowship schemes	Mobility requirements
ERS/ERN-LUNG	<ul style="list-style-type: none"> • From Europe to Europe • From overseas to Europe <p><i>Mandatory return home</i></p>

Table 2

3.3.1 ERS/ERN-LUNG joint fellowship

- a. Candidates must have a specific experience in rare respiratory disease.
- b. The home institution should be a Lung Institution (hospital or hospital department for respiratory diseases) with a specific interest and activity in the field of rare diseases of the respiratory system. Since this programme aims at increasing the coverage of ERN-LUNG in Europe, institutions from all European countries are welcome except those where Members of ERN-LUNG or Affiliated Partners of ERN-LUNG have been accepted (actual list can be found on the ERN-LUNG website).
- c. Candidates must hold an active ERS membership.

4 Online application

4.1 Deadline and submission guidelines

- a. The online application must be completed, and all supporting documents must be uploaded via the ERS online application platform. We advise applicants to prepare them in advance before the deadline.
- b. **The deadline to submit application is Wednesday, 2 October 2024 at 2 pm CEST.** There will be no extension.
- c. Once the application is submitted, applicants have a read-only access and cannot make any further change. ERS office will not accept requests to modify or update applications once submitted. Applications with missing files or documents that do not respect the set limitations will not be processed for selection or will be cut to fit the set requirements.
- d. An automated transcript will be issued from the candidates' online application submission and the reviewers will base their evaluation on the provided information.
- e. The required supporting documents must be uploaded via the online application platform and submitted along with the completed online application form.

4.2 Applicant's personal files

The following documents will need to be uploaded on the online application platform:

- a. A scanned copy of the candidate's highest degree (MD, MSc or equivalent, PhD or MD-PhD) AND an official English translation if the document is not in English.
- b. A scanned copy of the applicant's ID card or passport.
- c. For children under 18 years of age under the applicant's responsibility, a scanned copy of child/children's birth certificate(s) or family record book AND an official English translation if the document is not in English.

Please note that the applicant's personal files are kept strictly confidential within ERS Office and will not be shared with reviewers. They are used exclusively to determine the applicant's eligibility for the programme and to assess the fellowship grant cost calculation.



4.3 Home and Host Supervisors' forms

- a. Candidates are required to submit the Home Supervisor Support Form and the Host Supervisor Acceptance Form via the online application platform, where templates for these forms are available for download. The information in both forms must precisely match the details provided in the online application platform. To be eligible, candidates require both home and host supervisors to complete, sign and accept all terms and conditions outlined in their respective forms.
- b. Candidates that continue to receive in part or in totality a monthly salary from their home or host institution during the ERS fellowship, must report the figure of the exact monthly NET amount (salary after deductions, such as income taxes and social security, etc.) received in EURO in the online application.

In this case, candidates will also be requested to upload a salary confirmation letter from either the home or host institution (depending on who will be providing the salary). The letter must be written on the institution's letterhead, with the institution's stamp stating the exact NET amount the candidate will receive in EURO per month. *Please note that the salary confirmation letter is kept strictly confidential within ERS Office and will not be shared with reviewers.*

The salary will be deducted from the ERS fellowship grant. The CTF may not be granted at all if the financial support by the home or host institution is equal or higher than the ERS fellowship grant.

Exceptions are granted for financial support provided by the home/host institution or other funding source for covering obligatory health and safety insurances, legal and social security insurances, pension schemes and child support. In this case, the ERS fellowships will be paid in full, without deductions.

4.4 Work plan

- a. Required format:
 - 2 pages maximum (including references)
 - Font size 12pts Times New Roman or Arial
 - Margins min. 1cm top and bottom and min.1.5 cm left and right

If the document exceeds the given limitations, only the first 2 pages will be submitted. If the document does not comply with the restrictions, it will not be submitted.

- b. The two pages should provide a clear and realistic work plan with a scope achievable within the set time frame. The work plan should be explained, with evidence of facilities and resources available at the host to support the training. The value of the training for career development and for the home institution should be stated, as well as how the obtained knowledge could add value to the respiratory area. The project should demonstrate the needs/gaps in respiratory techniques/methods at their home institution and outline how they intend to address them. Plans for transferring knowledge, as well as for implementing gained knowledge at the home institution should be included. The work plan should be prepared by the applicant with the contribution and approval of the host supervisors.

4.5 Learning path

- a. Required format:
 - 2 pages maximum (including references)
 - Font size 12pts Times New Roman or Arial
 - Margins min. 1cm top and bottom and min.1.5 cm left and right

If the document exceeds the given limitations, only the first 2 pages will be submitted. If the document does not comply with the restrictions, it will not be submitted.

- b. The learning path must detail the postgraduate courses and activities planned after the fellowship. It should explain how the fellowship would fit as a practical implementation of the learning path.



4.6 ERS HERMES examination

The ERS HERMES examinations in respiratory medicine are developed and organised by ERS. These written, multiple-choice question examinations are based on respective European syllabi and are the main European-level examinations in respiratory medicine. The aim of the exams is to set a common, high standard of knowledge amongst respiratory specialists and trainees within Europe - establishing the ERS HERMES European Diploma examinations as a key additional quality stamp, which certifies excellence of respiratory specialists within Europe and around the world.

- a. It is not mandatory to have sat the ERS HERMES examination to be considered eligible for the CTF. However, candidates who have sat one of the examinations will be considered as a priority.
- b. If a candidate successfully obtains the CTF, although he/she did not pass the ERS HERMES examination, we encourage the candidate to sit the examination during the CTF.

4.7 Areas of the clinical training

Candidates must indicate the main areas of their clinical training by selecting 3 keywords within the below groups. The selection of keywords is crucial to the reviewing process of the submitted application. Applications will be sorted and categorized into thematic groups according to the area of the proposed clinical training. Reviewers will be allocated and matched to the groups, based on their expertise and the main area of the thematic group.

Keywords		
Group 1	Group 2	Group 3
Airway Diseases	Acute lung injury and critical care	Applied health service research
Interstitial Lung Diseases	Asthma and allergy	Cell and Molecular Biology
Paediatric Respiratory Diseases	CF and non-CF bronchiectasis	Endoscopy and Interventional Pulmonology
Pulmonary Vascular Diseases	COPD and smoking	Epidemiology
Respiratory Critical Care	Epidemiology, occupational and environmental lung disease	General respiratory patient care
Respiratory Infections	E-health and m-health	Imaging
Sleep and Breathing disorders	Genetics	Physiology
Thoracic Oncology	Interstitial and orphan lung disease	Public Health
	Lung biology and experimental studies	Pulmonary function testing
	Lung cancer	Respiratory Intensive Care
	Lung imaging	Surgery
	Lung structure and function	Transplantation
	Mechanisms of lung disease	
	Paediatric pulmonology	
	Physiotherapy	
	Pulmonary pharmacology and therapeutics	
	Pulmonary vascular disease	
	Pulmonary rehabilitation	
	Respiratory clinical practice	
	Respiratory infections and tuberculosis	
	Sleep medicine	

Table 3



4.8 Ethics, compliance and integrity

- a. ERS strongly suggests that applicants and their host institution start all necessary requests for ethical permission/any permission required by the regulatory body/bodies (e.g. license to practice, local ethic committees) as soon as possible. The host and the applicant should target to receive the formal permission for the start date of the ERS fellowship. Failure to do this has severely impacted recent funding projects. ERS will not accept any delay on the project caused by this matter and retains the authority to revoke the fellowship.

4.9 Use of animals in training

- a. ERS promotes research with the use of alternatives and supports 3Rs guiding principles for ethical use of animal testing (replacement, reduction and refinement).
- b. Applicants should integrate a 3Rs strategy and a plan, and demonstrate the use of replacement, reduction and refinement techniques in their research proposal involving animals, where applicable.

Further information and definitions are available on the following websites.:

- ARRIVE Guidelines www.nc3rs.org.uk/arrive-guidelines
- 3Rs approach www.understandinganimalresearch.org.uk/what-is-animal-research/three-rs
- 3Rs approach www.nc3rs.org.uk/the-3rs

5 Selection process

- a. CTF programme is the responsibility of the ERS Education Council, which is under the accountability of the ERS Executive Committee. The latter is responsible for the final endorsement following recommendations made by the Education Council. In order to keep a high standard of applications and quality of the proposed clinical training plan, ERS is strictly enforcing these management rules.
- b. Fellowships are awarded based on scientific merit. To achieve this, selection is made by two distinct groups of experts:
 - I. A peer-review process with in-depth evaluations of the applications and supported documents, with scoring and shortlisting by ERS College of Experts members.
 - II. A teleconference to discuss the final ranking list among all reviewers of the round. Their recommendation is passed on to ERS Education Council for validation. The final endorsement is made by the ERS Executive Committee.
- c. The ERS College of Experts' task and responsibility are to assess the application based on the following criteria:

Work plan 50%

- Relevance to respiratory area;
- Potential impact (e.g. current training gaps);
- Relevance of the training and added value for the home institution and at country level
- Novelty and innovation potential;
- Adequacy of approach, methodology and work plan;
- Feasibility and quality of the work plan, including back-up plan;
- Quality of the plans for knowledge and skills transfer when back at the home institution

Quality and potential of candidate 40%

- Quality of CV (qualifications, training, previous background);
- Overall potential to carry out the work plan successfully;



- Quality and feasibility of career development plan;
- Potential of fellowship and training to enhance and advance the fellowship recipient’s skills.

Training environment 10%

- Scientific/technical competence and expertise of host institution, in relation to specific candidate and required expertise/training;
- Potential of fellowship to lead to new international collaborations;
- Opportunity for suitable interactions with co-workers.

d. The ERS College of Experts grades each criterion as follows:

5	Outstanding quality - should be funded
4	Excellent quality but areas left for improvement - should be considered for funding
3	Good quality but many weaknesses - should not be funded
2	Below average quality threshold - should not be funded
1	Poor quality - should not be funded

The score for each criterion is weighted to calculate the total score given per expert per applicant. The median score per applicant is then calculated and is used to establish the initial ranking order. The ERS College of Experts can view the ranking list, including the other reviewers scoring and comments (anonymously). They can provide comments and justify why they think one (or several) candidate(s) should be ranked higher or lower. Based on the ranking list and feedback from the ERS College of Experts, a teleconference is convened with all reviewers from the round to collectively make a final decision on the selected candidates. The final ranking list is submitted to the ERS leadership for approval and endorsement.

- e. Assessments are strictly confidential and will not be shared outside of ERS.
- f. Appeals are not considered unless formal mistakes have been made by ERS.

6 Fellowship grant calculation

CTF include a living allowance, a child allowance, and a mobility allowance. Upon request, an upfront payment of max. 1’000 €, deducted from the fellowship total grant amount, is paid one month before the start date of the scheduled fellowship to support the travel and move. The remaining fellowship grant is transferred upon the fellowship recipient's arrival at the host institution, following confirmation of arrival from the host supervisor to the ERS office. Fellowship instalments are in EURO (€), no matter of the location of the home and host countries.

6.1 Living allowance

- a. The living allowance is calculated based on a baseline rate of 3’520 € per month and is adjusted according to the country correction coefficient (CCC). This means that a fellowship recipient may be awarded more or less than a living allowance of 3’520 € per month depending on the CCC. The CCC rates for a number of countries, notably in Europe, can be found in the table below. The living allowance is calculated exclusively for full months; partial months are not factored into the calculation.
- b. Candidates that continue to receive in part or in totality a monthly salary from their home or host institution during the ERS fellowship, must report the figure of the exact monthly NET amount received in EURO in the online application. The salary will be deducted from the living allowance.
- c. The living allowance cover costs related to food, accommodation, transportation, etc. in the host country. The living allowance is not intended for covering costs in the home country during the



fellowship. Fellowship recipients are responsible for making separate arrangements to manage expenses in their home country during their fellowship abroad (rent, mortgage, taxes, insurances, etc.). These rates are subject to change every year. For rates in countries not detailed in the table below, please contact the ERS office.

Host country	CCC
Austria	106.3 %
Belgium	100 %
Denmark	132 %
Finland	119.5 %
France	116.4 %
Germany	98.3 %
Greece	81.6 %
Hungary	72 %
Italy	97.4 %
Netherlands	109.6 %
Norway	128.7 %
Portugal	84.3 %
Spain	91.3 %
Sweden	125.4 %
Switzerland	128.6 %
United Kingdom	136.9 %

Table 4

6.2 Child allowance

- A child allowance of 400 € per month is provided per child under the age of 18 years old, based on birth certificate provided in the online application form.
- If the candidate or the candidate's partner's is pregnant and the pregnancy is known before the application submission, applicants may submit a letter from their obstetrician-gynaecologist or general practitioner. The birth certificate will be requested upon delivery of the child.
- The child allowance will not be amended at a later stage if an additional child is conceived after the application submission.

6.3 Mobility allowance

- A one-off travel lump sum grant is given to each fellowship recipient for covering travel costs between the home and host institutions:
 - 200 € are granted for distances between host and home institutions below 5'000 km.
 - 700 € are granted for distances over 5'000 km.For applicants coming from SDC to Europe:
 - 400 € are granted for distances between host and home institutions below 5'000 km.
 - 1'200 € are granted for distances over 5'000 km.
- There is no travel support for partners or family members (spouse, children, etc.).



7 Other fellowships and funding schemes

- a. ERS fellowships cannot run concurrently with other fellowships or similar funding schemes received during the same period. ERS will not grant a CTF to an applicant who has been selected for another fellowship or funding scheme during the same period as the proposed training proposal submitted to ERS.
- b. Applicants may apply for funding from external sources; however, funding should be used solely to help support financial and logistical requirements related to the work plan (purchase of equipment, accreditation related fees etc.). External funding cannot be allocated to cover salaries. This information must be declared in the online application. Applicants will be required to include which organisation they applied to, the total amount of funding in EURO received and how/for what will it be used to cover in the implementation of the work plan. Any change during the fellowship must be reported to ERS immediately.

8 Fellowship implementation

- a. Fellowship recipients are neither agents nor employees of ERS. ERS accepts no liability for fellowship recipient's wrongdoing actions or activities in respect to health or safety, insurances, and taxes. ERS does not provide any type of work contract.
- b. It is the fellowship recipient and the home/host supervisor's responsibility to find a mutual agreement on aspects cited within the Application Guidance on the fellowship recipient's status and other national requirements for the duration of the fellowship at the host institution.
- c. ERS can provide a visa letter to assist with the visa application process; nevertheless, it is the responsibility of the fellowship recipient to plan the application ahead of time. We encourage applicants to apply for the visa immediately once received confirmation of the fellowship. Visa applications can take time and we suggest applicants to take it into consideration when scheduling their initial start date.
- d. The fellowship recipient is fully responsible to ensure that he/she and the accompanying family members staying at the host country for the duration of the fellowship are covered with social security, medical, accident schemes and other necessary schemes where applicable, and are provided with the adequate level of protection. As a suggestion, the fellowship recipient could look at the coverage provided for local HCPs holding a similar position.
- e. ERS is a not-for-profit organisation. ERS fellowships have no tax privileges. It is the responsibility of the fellowship recipient to pay any tax which may be levied upon him/her by the appropriate national authority.
- f. The implementation of the training should be carried out as described in the proposal. Any change should be notified to ERS prior to implementation. This includes the start date and end date of the fellowship. When a change is foreseen, ERS should be immediately notified by email, for approval.
- g. Any event or circumstance which might affect the implementation of the fellowship or are likely to influence the performance of the fellowship need to be notified to ERS at the earliest.
- h. Applicants who wish to terminate their fellowship prematurely should notify ERS immediately. Necessary steps will be taken to receive confirmation from the host supervisor. The reimbursement of the unused fellowship grant or reduction of the amount still due by ERS will be managed by the ERS office. An end-of-fellowship report will be due.
- i. Should any unexpected event(s) be deemed too critical to conduct the fellowship, ERS maintains the right to revoke the fellowship.



9 Reporting and Publications

9.1 Reporting

- a. Both the fellowship recipient and the host supervisor are required to submit an end-of-fellowship report and a completed questionnaire 2 months after the end of the fellowship in order to assess the training's success. In case of significant deviation from the initial application that has not been notified to ERS, ERS reserves to request total or partial refunding.

9.2 Publications

- a. Publications in the official journals of the society, in particular in the European Respiratory Journal, are encouraged.
- b. Both the fellowship recipient and the host supervisor should acknowledge ERS support in any publication or outcome related to the fellowship. The ERS fellowships should be acknowledged by including the following sentence in the acknowledgement section of the publication in the following way "We acknowledge the financial support of the European Respiratory Society via a Clinical Training Fellowship 2024". Should the fellowship be cofounded with another organisation, the acknowledgement should mention ERS and the cofounding partner.

Any infringement of the Application Guidance 2024 conditions, rules and regulations can result in the withdrawal of an application from the selection process or the cancellation of a fellowship already granted.