# Host Supervisor Acceptance Form

# ERS Long-Term Research Fellowship (LTRF) 2025

The Host Supervisor Acceptance Form must be completed by the host supervisor. The host supervisor refers to the individual that will supervise and train the fellowship recipient throughout the fellowship. The host institution should provide administrative support for all practicalities before, during and at the end of the fellowship (housing, safety induction, etc.). The information included in this form must precisely match the details provided in the online application.

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| Applicant’s name: |       |
| Research project title: |       |

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| Host supervisor’s name:  |       |
| Host institution legal name:  |       |
| Department name:  |       |
| City:  |       |
| Country:  |       |

Applicants that receive or will receive in part or in totality a monthly salary from their 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:

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| [ ]  | No, I confirm that the applicant will not receive any form of income from the host institution during the period of the LTRF. |
| [ ]  | Yes, I confirm that the applicant will receive a monthly income from the host institution during the period of the LTRF. In this regard, I confirm that the host institution has provided a salary confirmation letter to the applicant.  |
|  | The letter must be written on the institution’s letterhead and include the institution’s stamp, specifying the exact NET amount the applicant will receive in EURO per month. |

The host supervisor is required to provide the applicant with his/her relevant publications related to the research project proposal. These publications will be included in the online application.

[ ]  I confirm that the applicant has received a list of my publications (min. 5).

Provide a brief overview of the host institution and its mission (max. 500 characters):

Summarize state-of-the-art research infrastructure/facilities available for research in the respiratory field (max. 1500 characters):

Summarize resources/funding for research in the respiratory field (max. 1000 characters):

Summarize links to the non-academic sector (e.g. secondment opportunities, incubators/technology parks, innovation capacity, business related training, etc. (max. 1000 characters)):

Summarize the host institution’s experience of hosting international researchers, its career development and training programme (scientific & non-scientific skills) as well as outreach activities (max. 1500 characters):

Summarize the host institution’s equal opportunity policy (max. 500 characters):

Terms and conditions

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| I confirm that I have actively participated to the development of the research project description together with the applicant. I understand that a clear research project description is essential for the evaluation of the application. |
| I have communicated with the applicant during the definition of the research project (face-to-face, phone call, web call, etc.). |
| I certify that the proposed research project can be carried out successfully at this host institution in accordance with national and international guidelines on ethics, safety, animal experiment, hands-on restrictions, and any other regulation that may apply. |
| I have reviewed the applicant’s CV and I am willing to host and supervise the applicant at the dates agreed together. |
| I recommend the applicant and the proposed research project to receive support from the ERS LTRF programme. |
| I understand that ERS covers the fellowship recipient with a living allowance, a mobility allowance and – if applicable – a child allowance. No further additional funding will be available towards the fellowship not the research project from ERS. The host institution may pay a top-up from another budget source to complement these allowances and to cover other fellowship related costs (e.g. overheads, bench fees, research costs, etc.). Additional funding for covering the salary is forbidden.  |
| I agree to provide all necessary material, facilities, and resources to complete the proposed research project, should the applicant be selected for funding. I understand that ERS does not provide bench fees or any other financial contribution to the operational costs of the research. |
| I understand that ERS LTRF provides the recipient with a subsistence allowance to cover living costs and mobility expenses to the host institution. Therefore, the applicant and possible ERS fellowship recipient, is not an ERS employee, and ERS does not accept liability for the fellowship recipient actions, taxes, health, safety, or research expenditures. |
| I confirm that, as a host institution accepting an ERS fellowship recipient, the institution accepts the responsibility of protecting both itself and the ERS fellowship recipient as appropriate to the local/country norms and legislations, and normal needs of a guest worker. |
| I certify that I will ensure the fulfilment of both practical and scientific aspects relevant throughout the fellowship:* At the beginning/upon arrival at the host institution, responsibilities include availability of laboratory and office spaces; ability/facilities to conduct the research project; verification that health and safety issues are taken care of/handled; assist the fellowship recipient in various administrative matters (housing, opening of a bank account, taxes, insurance, school for children, etc.) and possibly designate an administrative support in the host institution team who could guide/handle/solve those administrative-related matters; assist the fellowship recipient in other aspects such as visa requirement, registration with the university, etc.
* During the implementation phase, provide support and supervision through regular meetings and evaluations, provide fellowship recipient with career development support, allow fellowship recipients to attend ERS events, etc.
* At the end of the fellowship, provide ERS with a final report.
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| I confirm that to the extent that the receiving institution is legally able, and in accordance with its policy, the results of any research involving the ERS fellowship recipient will be made freely available in the scientific literature and will not be kept undisclosed or delayed for non-scientific reasons. |
| I certify that any publication or outcome related to the LTRF at the host institution will acknowledge ERS support, such as “We acknowledge the financial support of the European Respiratory Society via an ERS Long-Term Research Fellowship 2025”. |
| I certify that I have carefully read all provisions for the Host Supervisor in the “ERS Long-Term Research Fellowship Application Guidance 2025”. I understand those provisions and I agree to comply with them. |
| I certify that, to the best of my knowledge, these statements are true and complete. I understand that ERS reserves the right to cancel ERS fellowships that have been awarded on incorrect information provided in the application, including this form. |

Please complete, sign and return this form with the required supporting documentation to the applicant.

Applicants are required to submit the Host Supervisor Acceptance Form completed and signed through the online ERS application platform in PDF format by the call deadline.

**By signing this Host Supervisor Acceptance Form, I confirm that I have read, understood and accepted the above-mentioned terms and conditions.**

Date: Click or tap to enter a date.

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| Host supervisor signature:*handwritten or certificate-based signature mandatory* |  |