



## Terms of Reference

### ESOT Educational Scholarship

#### ESOT Educational Scholarships

20 ESOT scholarships of up to EUR 1.000 each in support of young transplant professionals to attend the courses of the formal ESOT educational pathway or ESOT events (Congress / TLJ / courses).

#### Target audience

European young transplant professionals in the early stages of the career who belong to the following categories: junior permanent members of staff, non-permanent staff trainees and people who are within 3 years of appointment for permanent staff.

#### Amount awarded

Up to EUR 1.000 paid directly to each successful applicant.

ESOT will cover registration and travel expenses (flight, accommodation, etc.) of each successful applicant **for up to EUR 1.000**. The amount of the reimbursement will be calculated based on the receipts the successful applicants will submit as proof of their actual expenses.

#### Duration of the scholarship

Time of the course/event the applicant chooses.

#### Conditions

- a. Applicants must be in the early stages of the career. Applicants must be involved in any area of the transplant field and must be part of the following categories: junior permanent members of staff, non-permanent staff trainees and people who are within 3 years of appointment for permanent staff.
- b. Applicants must reside/work in Europe (Europe is defined as all countries that are members of the Council of Europe).
- c. Applicants must be ESOT members in good standing at the time of application.
- d. Applicants cannot apply for this type of grant within three years of a previously successful application.
- e. The course/event should begin within a calendar year of the grant being awarded.

#### Documentation to include in the application

- a. Application form should cover the following details:
  1. Course/event the applicant would like to attend
  2. Department where the applicant is working
  3. List of skills the applicant needs to learn with the chosen course/event.
- b. Brief CV (max. 2 pages) – CVs with exceeding number of pages will not be considered.



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- c. Letter signed by the Head of the Department who must confirm the applicant is in one of the categories listed above.

### Application and review process:

#### Application calendar

Applications are submitted online in English on the ESOT platform which will be open for two months, from the time of advert.

#### Review and evaluation process

Evaluation of the applications will be conducted by an Evaluation Committee including **the ESOT Secretary, the ESOT Education Committee members (EC), and 2 of the elected ESOT Councilors** (to be appointed in rotation every year by the ESOT Secretary).

Every application will be scored independently by each member of the Evaluation Committee in the following domains:

- a. overall career progression and achievements of the applicant
- b. evidence of a career committed to transplantation
- c. relevance and importance of the course/event to the career progression of the applicant.

The applicants with the top 20 scores will be awarded the scholarships to be used in support of their attendance of an ESOT course or event of their choosing.

#### Notification

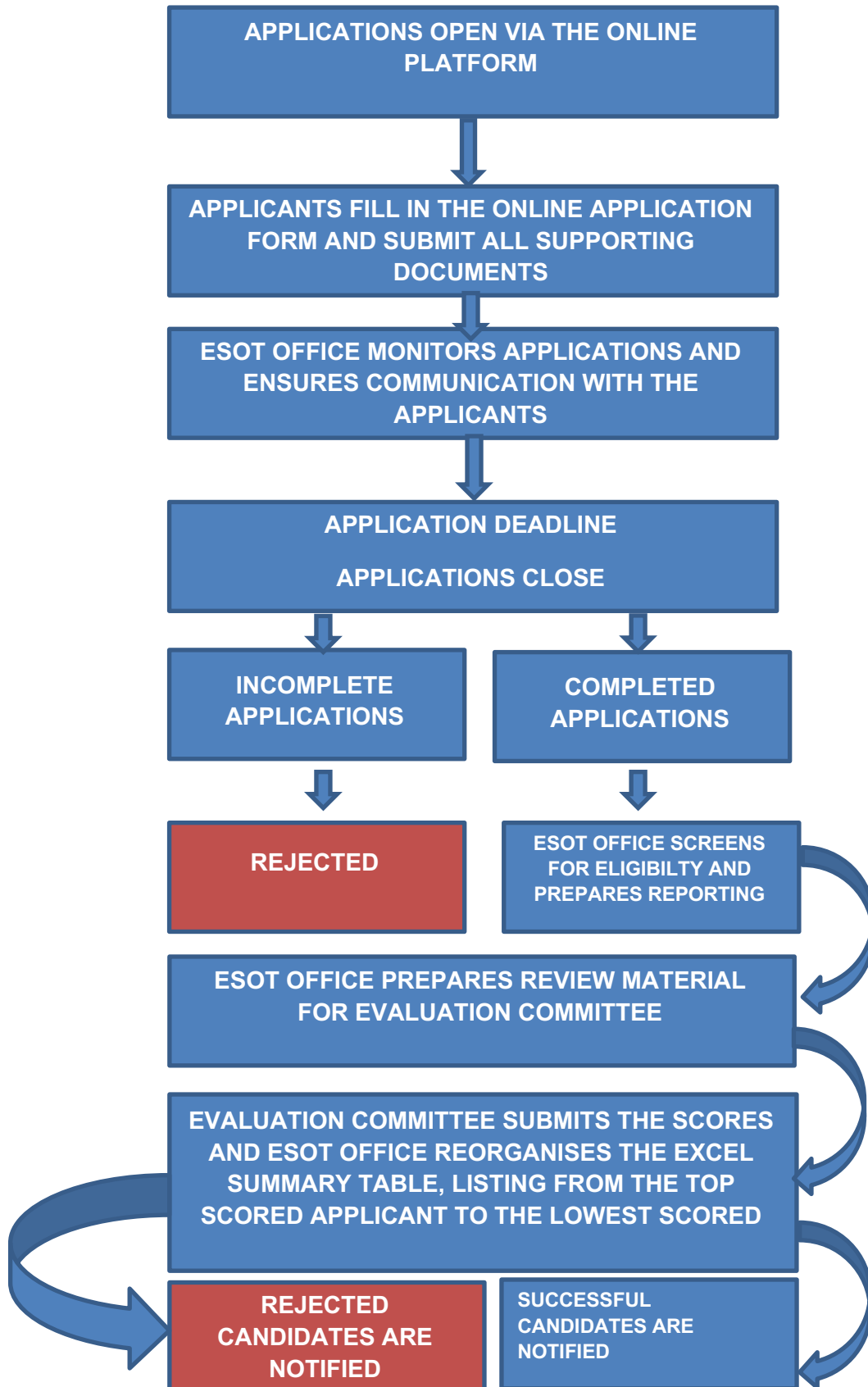
The applicants will be notified of the outcome of their application 4 weeks after the deadline.

#### Follow up

- The award is conditional on successful applicants registering for and attending the chosen event.
- Reimbursement will be completed within 4 weeks of providing receipts for travel, accommodation and registration.
- The successful applicants will be required to complete a course/event evaluation form and provide a brief report on their experience and on how ESOT bursaries contributed to their practice.

See APPENDIX 1 for the application and review process

## APPENDIX 1: APPLICATION AND REVIEW PROCESS – ESOT EDUCATIONAL SCHOLARSHIPS





## Terms of Reference

### Sevda Hassan Study Scholarship

#### Sevda Hassan Study Scholarships

10 ESOT scholarships to facilitate travelling for a variable period of time to acquire specific knowledge and/or skills which are important for overall career progression as well as to the overall work and progress of the applicant's institution.

#### Target audience

European transplant professionals of all disciplines will be considered.

#### Amount awarded

EUR 2.000 paid directly to each successful applicant.

#### Duration of the programme

From 2 months to 1 year.

#### Conditions

- a. No age limits.
- b. Applicants must reside/work in Europe (Europe is defined as all countries that are members of the Council of Europe).
- c. Applicants must use the grant to visit another European Centre.
- d. Applicants must be ESOT members in good standing at the time of application.
- e. The scholarship should begin within a calendar year of the grant being awarded.

#### Documentation to include in the application

- a. Application form should cover the following details:
  1. Project aims
  2. Current place of work
  3. List of skills to be acquired by visiting the Hosting Centre
  4. Where the applicant is planning to go (Hosting Centre)
  5. How the applicant is going to implement/apply the knowledge gained on return to the Home Department
  6. Length of time the applicant is planning to spend in the Hosting Centre.
- b. Brief CV (max. 2 pages) – CVs with exceeding number of pages will not be considered.
- c. A letter of support (not only financial) by the management of the Home Institution to undertake the fellowship; this letter should address the applicant's achievements and overall professional development as well as the specific educational aims of the study period and the anticipated impact on the Home Institution of the knowledge/ skills gained.



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- d. A letter by the Department Head of the Hosting Centre to guarantee the applicant is able to learn what he/she intends to and that the centre is able to deliver the training there.
- e. A basic budget of the allocation of the funds.

### Application and review process:

#### Application calendar

Applications are submitted online in English on the ESOT platform which will be open for two months, from the time of advert.

#### Review and evaluation process

Evaluation of the applications will be conducted by an Evaluation Committee with the following members: **the ESOT Secretary, 3 of the elected ESOT Councillors** (to be appointed in rotation every year by the ESOT Secretary) **and 3 Chairs of ESOT Sections/Committees** (to be appointed in rotation every year by the ESOT Secretary).

Every application will be scored independently by each member of the Evaluation Committee in the following domains:

- a) overall career progression and achievements of the applicant
- b) evidence of a career committed to transplantation
- c) clarity regarding the aims of the study period and their feasibility
- d) relevance and importance of the study period to the career progression of the applicant and the overall progress of the Home Institution
- e) clarity of the budget.

Applicants with the 10 top scores will be awarded the scholarships.

#### Notification

The results will be announced to the applicants 4 weeks after the deadline for applications.

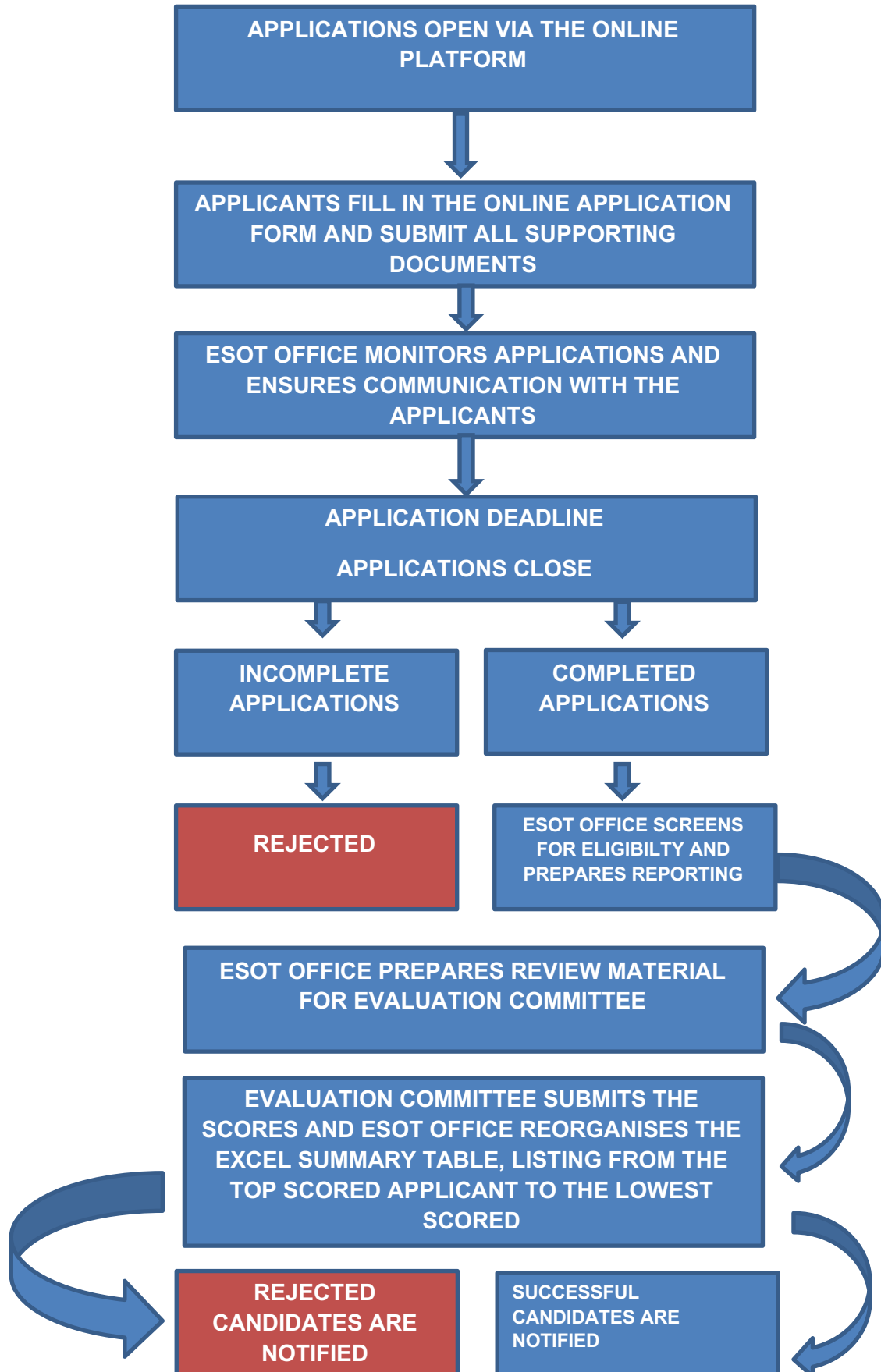
#### Follow up & Acknowledgement

Within 8 weeks from the completion of the study period, successful applicants will be required to provide a short report regarding the study period, highlighting the relevant outcomes and how the ESOT bursaries changed their practice in the original department.

Applicants, who will not provide the report will not be allowed to apply for any type of ESOT grants.

See APPENDIX 2 for the application and review process

## APPENDIX 2: APPLICATION AND REVIEW PROCESS – ESOT STUDY SCHOLARSHIPS





## Terms of Reference

### ESOT Transplant Fellowship

#### ESOT Transplant Fellowships

2 ESOT fellowships - a Basic Science fellowship and a Clinical fellowship - to acquire knowledge and skills by working in a European institution for a period of one year.

#### Target audience

Young graduates residing and working in Europe who wish to undertake a research project in the field of basic or clinical transplantation. Projects leading to a doctoral degree or as part of a post-doctoral project will be prioritised.

#### Amount awarded

Full award of EUR 55.000 for one year paid directly to the two successful applicants.

#### Duration of the programme

1 year.

#### Conditions

- a. No age limits.
- b. Applicants must reside/work in Europe (Europe is defined as all countries that are members of the Council of Europe).
- c. Applicants must use the Fellowship to work in another European Centre.
- d. The time funded by the fellowship could contribute towards PhD/Post Doc research.
- e. Applicants must be ESOT members in good standing at the time of the application.
- f. The fellowship should begin within a calendar year of the grant being awarded.

#### Documentation to include in the application

- a. A detailed research proposal with a clear plan to achieve the aims (max. 4 pages).
- b. In case of PhD/Post Doc research, the applicant must provide clear supportive evidence of an approved PhD or Post Doc from the accepting Hosting Centre.
- c. Application form should cover the following details:
  1. Type of Fellowship (Basic or Clinical)
  2. Project/Research description
  3. Project/Research outcomes
  4. Why the project/research is important for the European Transplant Community
  5. How much of the project/research can be delivered in 1 year
  6. Number of years to complete/deliver the project/research and planned additional funding sources
  7. What the applicant will bring back to the Home Institution
  8. Where the applicant is planning to go (Hosting Centre)
  9. Period the applicant is planning to spend in the Hosting Centre.

- d. Brief CV (max. 2 pages) – CVs with exceeding number of pages will not be considered.
- e. A letter by the Department Head of the applicant's Home Institution that has to address the applicant's achievements and overall professional development.
- f. A letter by the Department Head of the Hosting Centre confirming acceptance of the applicant as well as to how achievable the aims are considering the time and resources available. If the fellowship will be part of a PhD/Post Doc, the Hosting Centre should provide confirmation of the programme and potential additional sources of funding. The research supervisor(s) (primary and also secondary) in the Hosting Centre must provide relevant and continued scientific guidance for the duration of the Fellowship.
- g. A basic budget for the allocation of the funds.

### Application and review process:

#### Application calendar

Applications are submitted online in English on the ESOT platform which will be open for two months, from the time of advert.

#### Review and evaluation process

##### First round:

Applications will be evaluated by an Evaluation Committee consisting of **the ESOT Secretary, 3 of the elected ESOT Councillors** (to be appointed in rotation every year by the ESOT Secretary), **the Chair of the ESOT EC, the UEMS representative in the ESOT EC and 3 Chairs of ESOT Sections/ Committees** (to be appointed in rotation every year by the ESOT Secretary, with priority given to BSC and ECTORS).

Every application will be scored independently by each member of the Evaluation Committee in the following domains:

- a) PhD/Post Doc research plans (if applicable)
- b) evidence of a career committed to transplantation
- c) relevance of the research/projects for the European Transplant Community
- d) time to deliver the project
- e) scientific excellence
- f) Hosting Centre details.

##### Second round:

Shortlisted applicants will be invited to an interview that will cover the following domains:

- a) overall career progression and achievements of the applicant
- b) relevance and importance of the fellowship to the career progression of the applicant
- c) clarity regarding the aims of the fellowship and their feasibility
- d) return on investment





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- e) clarity of the budget.

The applicants with the top scores in the basic and clinical field will be awarded the fellowships.

### Notification

The results of the first stage will be announced within 4 weeks of the deadline and shortlisted applicants will be invited to the interview. The final results will be communicated within one week of the interview.

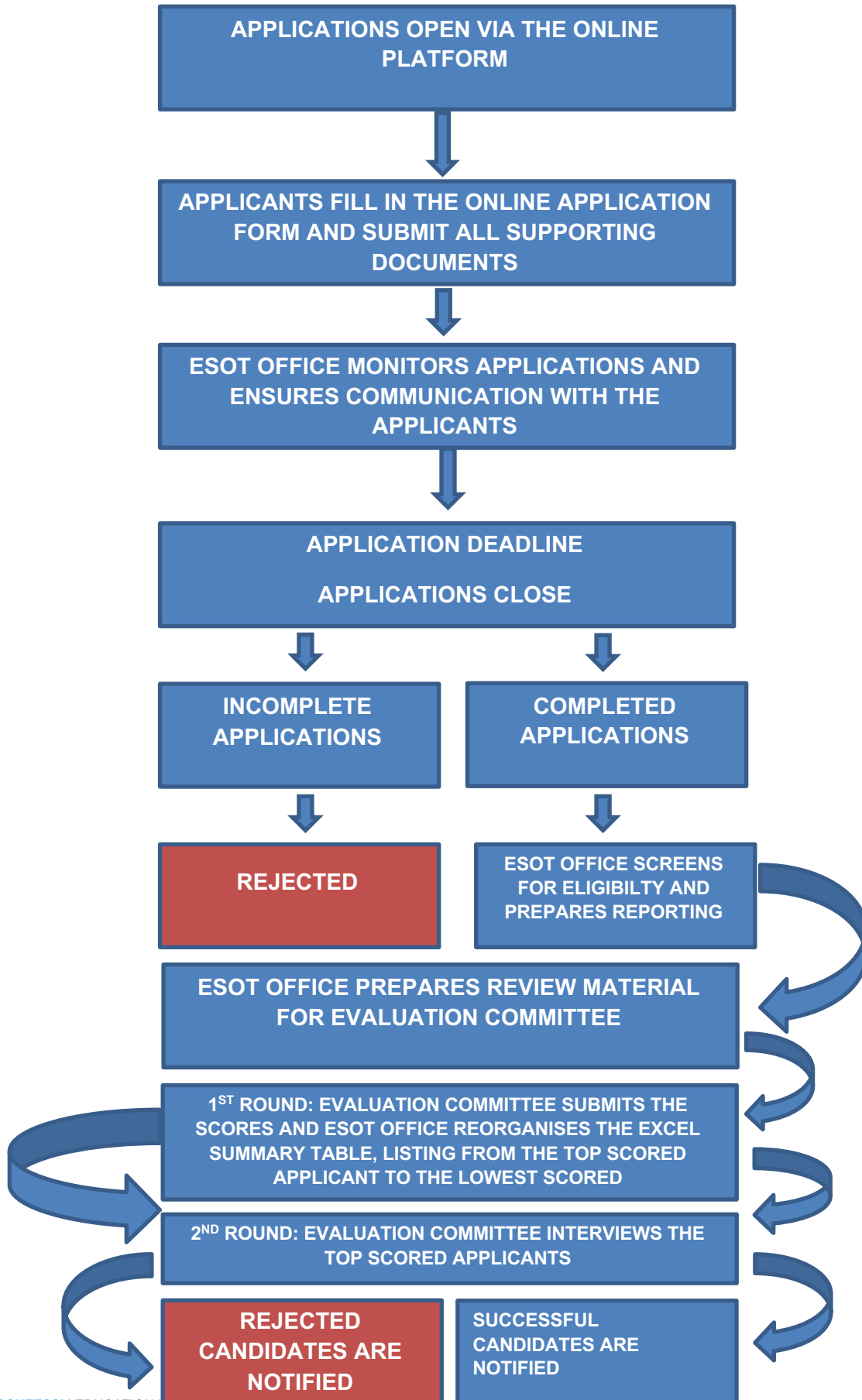
The Home Institution and the Hosting Centre for the Fellowship will also receive special written recognition by ESOT and will be announced via all communication media.

### Follow up & Acknowledgement

- a. Within 8 weeks of the completion of the Fellowship, successful applicants will provide ESOT with a detailed report regarding their experience and the relevant outcomes that will be published in a special Section on the ESOT website. Applicants who do not provide the report will be unable to apply for future ESOT grants.
- b. Successful applicants are requested to attend the biannual ESOT Congress where they will present their work and achievements during their Fellowship in a special session at the **ESOT Congress**
- c. Successful applicants will be invited to submit the research output to Transplant International journal.
- d. Their names will feature in a “**Hall of ESOT Transplant Fellows**” on the ESOT website along with their reports and any material related to the time of their Fellowship (achievements, photos, videos etc.).
- e. Submission of research progress and financial accounting reports for review by ESOT are required after the Fellowship programme completion to justify any failure to meet proposed goals and monitor the fellow’s progress. The reports shall be signed by the research supervisor at the Hosting Centre.
- f. In the event that the fellowship recipient is unable to complete the research or wishes to discontinue the research before its completion, the fellow will be required to return all unspent funds within 90 days of notification and any remaining fellowship will be cancelled.
- g. Any presentation or publication of the data should mention that the work was supported by the European Society for Organ Transplantation (ESOT).

See APPENDIX 3 for the application and review process

## APPENDIX 3: APPLICATION AND REVIEW PROCESS – ESOT TRANSPLANT FELLOWSHIPS





## Terms of Reference

### ESOT Global Grants

#### ESOT Global Grants

A total of 10 ESOT scholarships will be awarded to international members of ESOT wishing to visit a European Centre to gain specific knowledge and skills important for their career progression or attend an ESOT course/masterclass.

#### Target audience

International transplant professionals of all disciplines will be considered.

#### Amount awarded

5 scholarships of EUR 2.000 each (to visit a European Centre) and 5 scholarships of EUR 1.000 each (to attend an ESOT course/masterclass) paid directly to successful applicants.

#### Duration of the programme

Travel Global Grant: from 2 months to 1 year.

Educational Global Grant: time of the course/masterclass the applicant chooses.

#### Conditions

- a. No age limits.
- b. Applicants must reside/work **outside** Europe (Europe is defined as all countries that are members of the Council of Europe).
- c. Applicants must use the grant to visit a **European** Centre or attend an ESOT course/masterclass.
- d. Applicants must be ESOT members in good standing at the time of application (with an active ESOT “International Membership”).
- e. The study period/course should begin within a calendar year of the grant being awarded.

#### Documentation to include in the application

##### Travel Global Grant (TGG):

- a. Application form should cover the following details:
  1. Aims of visit
  2. Department where the applicant is working
  3. List of skills to be acquired by visiting the Hosting Centre
  4. Where the applicant is planning to go (Hosting Centre)
  5. How the applicant is going to implement/apply the knowledge gained on return to the home department
  6. Period the applicant is planning to spend in the Hosting Centre.
- b. Brief CV (max. 2 pages) – CVs with exceeding number of pages will not be considered



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- c. A letter of support (not only financial) by the management of the Home Institution to undertake the fellowship; this letter should address the applicant's achievements and overall professional development as well as the specific educational aims of the study period and the anticipated impact on the Home Institution of the knowledge/ skills gained.
- d. A letter by the Department Head of the Hosting Centre to guarantee the applicant is able to learn what he/she intends to and that the centre is able to deliver the training there.
- e. A basic budget of the allocation of the funds.

### Educational Global Grant (EGG):

- a. Application form should cover the following details:
  1. Course/masterclass the applicant would like to attend
  2. Department where the applicant is working
  3. List of skills the applicant needs to learn with the chosen course/masterclass.
- b. Brief CV (max. 2 pages) – CVs with an exceeding number of pages will not be considered.

### **Application and review process:**

#### **Application calendar**

Applications are submitted online in English in the ESOT platform which will be open for two months, from the time of advert.

#### **Review and evaluation process**

Evaluation of the applications will be conducted by an Evaluation Committee which will include **the ESOT Secretary, 4 of the elected ESOT Councillors** (to be appointed in rotation every year by the ESOT Secretary) **and 4 Chairs of ESOT Sections/Committees** (to be appointed in rotation every year by the ESOT Secretary).

Every application will be scored independently by each member of the Evaluation Committee in the following domains:

- a) overall career progression and achievements of the applicant
- b) evidence of a career committed to transplantation
- c) relevance and importance of the study period/course to the career progression of the applicant and the overall progress of the home institution
- d) feasibility of the aims listed by the applicant during the study period (only for TGG)
- e) relevance of the possible future achievements of the applicant as consequence of the study period (only for TGG)
- f) clarity of the budget in relation to the study period (only for TGG).



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Applicants with the 10 top scores (the 5 top scores in the Travel Global Grant and the 5 top scores in the Educational Global Grant) will be awarded.

### **Notification**

The results will be announced to the applicants 4 weeks after the deadline for applications.

### **Follow up & Acknowledgement for Travel Global Grants successful applicants:**

Within 8 weeks from the completion of the study period, successful applicants will be asked to provide to ESOT a short report regarding the study period, highlighting the relevant outcomes and how the ESOT bursaries changed their practice in the original department. Applicants, who will fail to provide a report, will not be allowed to apply for any type of ESOT grants.

### **Follow up for Educational Global Grants successful applicants:**

Successful applicants must complete a course evaluation form and provide a brief report on their experience and on how ESOT bursaries contributed to their practice

See APPENDIX 4 for the application and review process

## APPENDIX 4: APPLICATION AND REVIEW PROCESS – ESOT GLOBAL GRANTS

