

Guidelines for completing a YY grant application

Please follow these guidelines to ensure that your application is complete and can be processed without delay.

Before you start, please consult the General Conditions for YY Grant on our website. The application material must be submitted in English.

Section A: Administrative Details

1. Personal details

Please ensure that all personal information including numbers and address entered are correct.

2. Host institute and fellowship sought

Please ensure that all host information including numbers and address entered are correct.

3. Fellowship Summary

a. Proposed start and finish dates of your project

These dates should fall within the specified minimum/maximum duration of the fellowship applied for. They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa, and passport formalities.

Application deadlines are 15 January, with a notification of results in April, and 1 July with a notification of results in October.

b. Title of proposed project

Enter a concise caption, no longer than 60 characters.

c. Discipline

Enter the appropriate letter code (A, B, C, etc.) that corresponds to the discipline of your project:

	Letter Code
Epidemiology, biostatistics, registries	A
Biochemistry, molecular biology & biophysics	B
Virology	C
Carcinogenesis, environmental factors, prevention (incl. tobacco control)	D
Cell biology & cell genetics	E
Pathology (incl. histopathology & cytology)	F
Immunology	G
Experimental therapeutics	H
Surgery	I
Medical oncology	J
Paediatric oncology	T
Radiobiology & radiotherapy	K
Clinical trials	L
Detection, diagnosis, screening	M
Behavioural & psycho-social aspects, counselling	N
Palliative care, nursing	P
Public health: policy, services, advocacy	Q
Cancer information and education	R
Volunteer training	S

d. Keywords

Supplying us with up to 5 keywords related to the project content will facilitate the reviewing of your project.

e. Potential Reviewers

We request that you supply up to 3 individuals as possible reviewers for your application although we reserve the right not to use them.

Section B: Biosketch Details of Applicant

This section is to be limited to maximum 1 page.

Section C: Project Description

1. 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 2 pages. It must address in sufficient scientific, medical and/or technical detail all of the points indicated in the application form.

2. Cost estimates

Travel cost estimates should be obtained from a reputable travel agent and should cover the least expensive international two-way air fare from gateway to gateway, or other appropriate form of transport.

Monthly stipend estimates should be established in consultation with the host supervisor.

Once awarded, the funding cannot be increased.

3. Other funding

Please inform us if are receiving funding from other sources and if so, how much.

Section D: Documentation checklist

Only complete applications are registered and processed. Check carefully that all supporting material required for the YY fellowship have been addressed in your application package before sending it off. It will avoid delays and possibly, missing application deadlines.

a. Publications

Enclose your list of publications (if any) in English. Publications should state the name(s) and initials of author(s), the year of publication (in parentheses), the title of the article and journal (underlined), the volume number (in Arabic numerals) and the first and last page numbers.

Example: Smith, J. and Jones, H. (1989) Water Retention. The Scalpel. 46, pp. 123-196

The reprints from the Applicant and Host Supervisor should show the respective names of the Applicant and the Host Supervisor in the list of authors.

b. Home

Your supervisor's hand-signed letter of release on headed paper should authorise 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 for your proposed work. It should attest to your proficiency in the working language at the proposed host institute/society.

c. Host:

Your host supervisor's formal hand-signed letter of invitation on headed paper should confirm the agreement and dates for your proposed project.

A hand-signed Host Attestation, which you should have pre-completed as necessary and sent on to your host for signature and forwarded to UICC.

Section E: Declarations

Do not forget to hand-sign and date your application form.