



A MEMBERSHIP ORGANISATION  
**FIGHTING CANCER TOGETHER**

# Virtual Fellowships Application guidelines



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## Virtual Fellowships

The objective of the [Virtual Fellowships](#) is to provide an online alternative to the in-person learning experience provided by the [Technical Fellowships](#) and the [YY Study Grants](#), allowing the transfer and exchange of key skills and knowledge in cancer control to continue where travel or time away from the Fellow's institution is not possible. Its focus is to support UICC member organisations, and to complement the other Fellowships programmes, co-existing alongside them to provide an alternative to UICC members, allowing access individual training and one-to-one support in cancer control.

Leveraging the expertise in cancer control available across UICC's membership, its long-standing collaborations with renowned cancer experts based in international health organisations and cancer centres, and its 50 years' experience in supporting international training and learning opportunities, UICC is ideally placed to support candidates for the Virtual Fellowships in identifying experts working in the relevant field of cancer control where needed.

A Virtual Fellowship consists of a minimum of four once-weekly video calls with an expert and has a maximum of one-month duration. It is intended to be an opportunity to for Fellows to expand their collaborative networks and to ask questions to renowned experts and receive tailored advice.

## Target candidates

Cancer professionals including researchers (especially those performing translational, clinical and implementation research), clinicians, nurses and pathologists in addition to public health workers including epidemiologists, health educators, social workers, nutritionists, administrators and other specialised professional workers working in the field of cancer are all encouraged to apply for a Virtual Fellowship, provided that they are employed by a UCC member organisation and have at least five years of experience working in cancer control.

In line with UICC's intention to build capacity and reduce the cancer burden globally, priority will be given to candidates based in low and lower-middle income countries. Applications from candidates from organisations that need to build capacity in basic cancer services will be given priority over those with access to state-of-the-art technologies. Applicants are asked to describe how the Virtual Fellowship will benefit the UICC member organisation to which they are affiliated.

## Eligibility

- Individuals employed by [UICC member organisations](#) who have the endorsement of their line manager/superior are eligible to apply for a Virtual Fellowship.
- A maximum of three staff members from the same UICC member organisation can apply for a Virtual Fellowship, one per year, and only one Virtual Fellowship per member organisation can be in progress at a given time.
- The suggested topic for the Virtual Fellowship must be suited to and achievable within the virtual format. If this is not the case, for example, if the topic requires in-person training, the applicant will be advised to apply for a Technical Fellowship.
- Candidates need to demonstrate at least five years' experience working in cancer control.
- To permit effective communication, the candidate must have adequate fluency in a common language with the expert, either English, French or Spanish.
- Candidates who have already obtained a UICC fellowship (in-person or virtual) in the past may apply for a Virtual Fellowship only if they are members of the Association of UICC Fellows (AUF) and one year has passed since the end of their previous fellowship.

## Topics

Applications on all aspects of cancer control are welcomed, examples of recently completed Virtual Fellowships can be found by clicking [here](#).

## Application process

There is no deadline for application submission, candidates can apply at any time after the call opens, with the four one-hour online video calls taking place at an agreed time once a relevant expert has been recruited. Template Word application forms in English, French or Spanish are available to download, and include the following sections:

- a) **Personal statement and motivation:** a summary of the candidate's background and current day-to-day professional activities and their motivation for applying.
- b) **Key learning needs:** an outline of the general area of interest and the specific topics and issues to be covered, including an explanation of how the learning will benefit the UICC member organisation to which the applicant is affiliated. Three examples of the types of questions or specific aspects the candidate would like to explore with the expert should be included. It should be clear how the proposed learning needs can be addressed via the virtual format.
- c) **Desired expertise and suggested experts:** a description of the requested expertise, and if possible, the names and contact details of suggested experts whom UICC may contact on their behalf. If the candidate is not aware of any potential experts, UICC will provide support in identifying them where possible. If no experts can be recruited for a particular topic, UICC will advise the applicant to withdraw their application.
- d) **Expected impact:** a description of anticipated impact the learning obtained will have on the applicant's current situation and the potential longer-term impact it could have, for example, on cancer control, cancer services, patients etc.
- e) **Professional positions:** the candidate's professional positions. Candidates should have at least five-years' working experience in cancer control.
- f) **Education/training:** the candidate's education or training received since high school.
- g) **Letter of Endorsement:** a signed letter of recommendation/endorsement from the candidate's line manager/superior.

To apply, download the appropriate Word document and complete it in English, French or Spanish, and send it and a signed copy of a letter of endorsement from your supervisor/manager to [fellows@uicc.org](mailto:fellows@uicc.org) with the title: **Virtual Fellowship Application, your first and last name, and the name of your UICC member organisation.**

UICC is available to provide support to candidates where needed, providing feedback regarding the application's content if necessary.

## Selection of experts

Candidates are requested to suggest and propose potential experts with whom they think it would be useful to be connected given their topic of interest and specific focus. UICC will take these suggestions into account, but also leverage its network to find an appropriate expert with the relevant skills base for example. UICC will contact approved experts with a copy of the application and invite them to take part in four weeks virtual training/Q&A sessions with the applicant. In accordance with the primary language of the applicant, UICC will make a concerted effort to locate an expert fluent in the relevant language and will endeavour wherever possible to find the most appropriate match. UICC commits to contacting a minimum of three different experts, after which UICC will have to decline the application. In this instance, applicants are free to reapply at a later stage.

## Fellowship timeframe

UICC members and experts participating in a Virtual Fellowship meet online through Zoom a minimum of four times during weekly one-hour video calls, however more flexible arrangements can also be considered.

Virtual Fellows should send the appointed expert questions for discussion prior to the meetings. After a first introductory call facilitated by UICC, calls can be arranged independently. With potential to extend or add to this engagement upon agreement, this is the minimum expectation of the support to be provided through the Virtual Fellowships.

## Follow-up in-person fellowship applications

To maximise and build on the learning obtained during the Virtual Fellowship, follow-up in-person visits to the expert could be envisaged through the Technical Fellowship or YY Study Grant programmes, provided eligibility requirements are met and based on a continuing need for training and support.

While Virtual Fellows must wait one calendar year before applying for a second Virtual Fellowship, a follow-up Technical Fellowship or YY Study Grant can be applied for directly after a Virtual Fellowship has been completed, provided that the Fellow is a member of the [Association of UICC Fellows \(AUF\)](#). Applications for follow-up Technical Fellowships or YY Study Grants will be evaluated as per the normal procedure for these programmes.

## Monitoring and evaluation

At the end of the Virtual Fellowship, participants are expected to complete a short end-of-project report and online survey to review and provide feedback on their experience. The experts involved are also requested to provide feedback to gauge the level of engagement of the Fellow, and to inform future development of the initiative.

## Virtual Fellow Alumni

Opportunities will be explored to engage the “Virtual Fellows” more widely in UICC, either to support best practice sharing, or through introduction with other individuals in the UICC network at the local, regional or global levels, to further share expertise, or increase their networks.

## Association of UICC Fellows (AUF)

Upon successful completion of a Virtual Fellowship, i.e. submission of the end-of-project report to UICC, Fellows will be invited to join the Association of UICC Fellows (AUF). Lifetime membership carries a subscription fee of USD 50 and members of the Association will be issued with a certificate pdf to mark their fellowship. This AUF certificate does not represent any kind of formal professional certification, qualification or endorsement that would allow the Fellow to perform therapeutic interventions, support or medical procedure for which they are not previously qualified. The Fellowship certificate is simply a record of the completed UICC Fellowship. Only members of AUF are eligible to submit a further application for a UICC fellowship, whether it is Virtual or Technical Fellowship, or a YY Study grant.

New members who work in developing countries or in Eastern Europe may benefit from a one-year complimentary subscription to the UICC International Journal of Cancer, a generous offer made by its Publishers, Wiley & Son Inc., New York.



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