



A MEMBERSHIP ORGANISATION
FIGHTING CANCER TOGETHER

2019 Technical Fellowships (UICC-TF) General conditions and Application guidelines



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1. General Conditions

UICC's mission

Union for International Cancer Control (UICC) is dedicated to taking the lead in convening, capacity building and advocacy initiatives that unite and support the cancer community to reduce the global cancer burden, promote greater equity, and ensure cancer control continues to be a priority in the world health and development agenda. Founded in 1933 and based in Geneva, Switzerland, UICC is the largest and oldest international cancer organisation. With over 1,100 members and more than 40 partners across 170 countries, UICC features the world's major cancer societies, ministries of health, research and treatment institutes, patient groups, and industry leaders. In the last 50 years, UICC has provided fellowships to more than 6,000 cancer professionals and institutions in support of cancer control. For more information about UICC fellowships, please visit <http://www.uicc.org/capacity-building/grants/fellowships>.

The **Technical Fellowships programme** and its French sub-programme dedicated promoting cancer control in Francophone Africa, **Bourses pour l'Afrique Francophone** are supported by a group of international cancer societies, organisations and foundations. These programmes offer one-month international fellowship opportunities to cancer professionals, please visit the UICC website for more details and past testimonials from fellows:

- **Technical Fellowships programme:**
<https://www.uicc.org/capacity-building/grants/fellowships/uicc-technical-fellowships>
- **Bourses pour l'Afrique Francophone:**
<https://www.uicc.org/capacity-building/grants/fellowships/bourses-pour-afrique-francophone>

Objectives of the Technical Fellowships Programme

The main objectives of the programme are to:

- Facilitate the international exchange and development of technical knowledge and skills in all areas of cancer control
- Build capacity of the individual and the home organisation through the effective application and dissemination of the newly acquired skills in the home organisation upon return
- Support the development of networks of cancer control professionals for the continued sharing of best practices and knowledge, and the informal provision of ongoing support, guidance or training.

Types of Fellowship project

In the online application process, applicants should first select in the first section (1. Fellowship Summary) the **type** of project that will be implemented through the fellowship. UICC funds three types of project, which are: **public health**, **research** or **clinical**. In a later step of the process (8. Abstracts and Topics), applicants should choose the most relevant topic that best describes their fellowship project.

Projects should be relevant to the local resource setting and meet the strategic goals of the applicant's organisation. The application should contain a plan to develop and disseminate the acquired skills effectively within their organisation upon their return. Ideally, the project should contribute to a broader initiative led by the home organisation and would have a lasting impact on cancer control in the applicant's country or region.

1) Public Health fellowships

This type of fellowship is dedicated to promoting, protecting and preserving good health in order to prevent premature death due to cancer, restore health and maximise the quality of life when health cannot be restored. It requires collective action to strengthen health systems by cancer

professionals including epidemiologists, health educators, social workers, nutritionists, administrators and other specialised professional and technical workers working in the field of cancer.

Candidates working on the following topics should select this type of fellowship:

- Epidemiology / cancer registries / analysis of cancer data
- Implementation/operational research projects in public health, eg prevention/risk factors, cancer awareness, early detection, cancer care delivery, psychosocial support, palliative care, rehabilitation and survivorship
- Health economics and Universal health coverage related topics
- Development of cancer control programmes and strategies (eg national cancer control plans (NCCPs) or programmes on tobacco control, early detection (screening), psychosocial or palliative care.

2) Research fellowships

This type of fellowship is aimed at investigators who wish to perform translational cancer research that aims to convert basic research knowledge into practical applications that can enhance the health and wellbeing of cancer patients. Basic research is no longer encouraged by this fellowship programme. Implementation/operational research on public health topics are included in Type 1 Public health and Clinical Research is included in Type 3 Clinical fellowships or observerships.

Candidates working on the following topics should select this type of fellowship:

- Origins of cancer (identification of genetic, epigenetic, environmental and/or lifestyle factors that can increase the risk of human cancer)
- Cancer prevention (development of cancer vaccines and other methods to prevent cancer)
- Early detection, diagnosis, and prognosis of cancer (identification and testing of biomarkers and other types of diagnostic and prognostic tools).

3) Clinical fellowships or observerships

This type of fellowship is aimed at clinicians who wish to perform clinical cancer research dealing directly with patients, or who wish to learn new clinical techniques and skills by observing others.

Candidates working on the following topics should select this type of fellowship or observership:

- Clinical research (including clinical trials that test new diagnostic methods or treatments in patients)
- Cancer treatment (observerships in surgery, radio- and chemotherapy, medical oncology)
- Patient support, survivorship and palliative care.

Cancer Topics

The Technical Fellowship programme aims to support health workers and cancer professionals who wish to gain skills or knowledge in any of the seven topics listed below. In **section 8** of the online application process, applicants are requested to select the most appropriate topic, as well as the type of cancer they work on, if relevant.

1. Cancer prevention
2. Causes of cancer
3. Cancer registries, analysis of cancer data
4. Early detection, pathology, diagnosis, and prognosis
5. Cancer treatment
6. Patient support, survivorship and palliative care
7. Health economics, universal health coverage and policy, national cancer control plans

For more information, please contact: fellows@uicc.org

Examples of Fellowships for each topic

For examples of UICC fellowship grouped by topic, please see below and also refer to the UICC Fellowships website.

1. Cancer Prevention

- *Prevention of initiation of smokeless tobacco consumption among children in rural areas*
- *Physical Activity and Cancer Control Efforts*
- *Development and evaluation of culturally sensitive decision tools for people at high risk for cancer*
- *Bridging the divide: implementing cancer risk assessment tools into primary care.*
- *A Translational Approach to Validate in Vivo Antitumor Effects of Chloroquine on Breast Cancer Risk*
- *Breast Cancer Awareness in female Cameroon Teenagers and Adolescents*

2. Causes of Cancer

- *The Implications of BRCA testing in epithelial ovarian cancer*
- *Biological and Environmental modifiers of Vitamin D3 and Prostate Cancer Risk*
- *Norovirus Persistence and its Contribution to Tumorigenesis*
- *A Study to Evaluate Association of Occupational Exposure and Risk of Lung Cancer Multicenter: A Case- Control Study*
- *Assessment of the relationships between breast cancer and dietary factors*
- *Evaluation of acetaminophen or Non-steroidal anti-inflammatory drug use and ovarian cancer risk*

3. Cancer registries, analysis of cancer data

- *The Impact of Screening for Cervical and Breast Cancers on Survival: A Population-Based Study*
- *Fellowship to assess the pattern and predictions of cancer incidence*
- *Training in management of large databases in cancer epidemiology and allied analytical techniques*
- *Analysis and interpretation of international variations in the incidence of childhood renal tumours*
- *Latent variables model for missing longitudinal data and survival*
- *Enhancing technical capacity to manage a national cancer registry*

4. Early Detection, Pathology, Diagnosis and Prognosis of Cancer

- *Test for early detection of potentially malignant oral lesions and oral cancer*
- *Biomarkers of immune deregulation in Classical Hodgkin Lymphoma*
- *Complementing diagnostic pathology of soft tissue and bone tumours by using a novel next generation sequencing platform in undifferentiated round cell sarcoma*
- *Adaptation of flow cytometry as an aid to haematological cancer diagnosis and treatment*
- *Computer tailored health education package to improve attendance of women in Cervical Cancer screening*
- *Liquid based cytology in cervical cancer screening*

5. Cancer Treatment

- *Oncolytic viral therapy and sorafenib in the management of advanced hepatocellular carcinoma(hcc): observation of a clinical trial in oncology*
- *Laparoscopic complete mesocolic excision with central vascular ligation*
- *Dosimetry Perspectives in Interstitial, Endoluminal and Endocavitary Brachytherapy Techniques*
- *Assessment of Glomerular and renal tubular toxicity in cancer patients treated with nephrotoxic therapy using radiotracer*
- *Stem cell transplantation in the treatment of multiple myeloma: in whom, when and how?*

- *Development of multidisciplinary tumour board for cancer patient's management*

6. Patient Support, Survivorship and Palliative care

- *Survivorship and Improved Quality of Life in Rectal Cancer after Curative Therapy*
- *Observation of a multidisciplinary psycho-oncology program including inpatient and outpatient clinical services as well as a research team*
- *Addressing Pediatric Cancer and Palliative Care: The Urgent Need for Psychosocial Support Services*
- *To understand the techniques of fertility preservation in cancer affected girls for the establishment of oncofertility facility in home country*
- *Qualitative Analysis of Palliative Care for Pediatric Patients With Cancer: An Evaluation of Barriers to Providing End-of-Life Care in a Resource-Limited Setting*
- *Setting up Palliative Care Service in a Tertiary Center Gynecologic Oncology Unit*

7. Health economics, universal health coverage and policy, national cancer control plans

- *Effectiveness of Universal Hepatitis B Virus Screening in Patients Beginning Chemotherapy for Sarcomas or GI Stromal Tumors*
- *National Cancer Control Programme in India: Proposal for Organisation of Chemotherapy and Systemic Therapy Services*
- *Middle Eastern Conflicts: Implications for Refugee cancer patients in the European Union and Middle Eastern Host Countries*
- *Progress in increasing affordability of cancer medicines as a result of the introduction of mandatory health insurance*
- *Lessons learnt from conducting a cancer medicine price survey in multiple regions*
- *A collaborative and participative model and approach to preparing a national cancer control plan*

Target candidates

Cancer researchers (especially those performing translational, clinical and implementation research), clinicians, nurses and pathologists and public health professionals 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 UICC Technical Fellowship.

In line with UICC's intention to build capacity and reduce the cancer burden globally, priority will be given to fellowship applicants based in low and lower-middle income countries. Applications 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.

Finding a host supervisor and institution

It is the responsibility of the applicant to identify a suitable host supervisor, to make contact with them and obtain their agreement to host and mentor them for one month. An invitation letter from the host supervisor and a host supervisor attestation form signed by them must be uploaded as part of the application in order to be eligible. For examples of host institutions, applicants are encouraged to visit the [UICC Technical fellowships website](#), where there is a list of the previous years' awardees and the institutions they visited. In addition, applicants should look at the [Map of UICC member organisations](#) for potential hosts, where they can search by country or discipline.

Eligibility criteria

- The applicant may be of any nationality and may reside in any country at the time of the application.

- The applicant must hold a minimum of a **Master's degree**. Qualified medical doctors may be considered in the absence of a higher degree if they hold or are within a year of holding board certification (or equivalent) in a cancer-related specialty.
- **Registered nurses** who have an RN qualification with documented experience of working with cancer patients.
- **Medical and PhD students are not eligible to apply**, even if they already hold a Master's degree.
- The duration of a fellowship should be one month (ie 28-31 days). Applications for fellowships with shorter or longer durations are not eligible.
- To permit effective communication at the host organisation, the candidate must have adequate fluency in a common language.
- The candidate must also be on the staff payroll of a university, research laboratory or institute, hospital, oncology unit, registry or cancer society to where they will return at the end of a fellowship.
- Candidates attached to commercial entities or associated to the tobacco industry are not eligible.
- Only one UICC fellowship scheme can be applied to at a time. Candidates who have already obtained a UICC fellowship in the past may apply for further UICC awards only if they are Members of the Association of UICC Fellows and one year has passed since their previous fellowship has ended.
- The applicant must be engaged in an area of cancer listed in the table of Fellowship topics.

Any application that is incomplete, of poor quality or non-compliant with the above eligibility criteria will not be considered by the Review Committee.

Application Review Process

Eligible applications are evaluated by members of an independent expert Scientific Review Committee according to a peer-review process. Between two and three reviewers of the highest international standing in their respective fields carry out the evaluation of each application. The assessments are strictly confidential, and the details are not shared outside of UICC and the selection committee, or to the applicants themselves. The reviewers' scores and comments are made available to the Programme Chair who, in collaboration with UICC, makes the final funding decision based on the application's quality and the available budget. The Programme Chair's decisions are final and cannot be appealed.

Fellowship Conditions

UICC Fellowships are conditional on awarded Fellows returning to the home institutes/country at the end of the fellowship period. Fellowships are not granted for attendance or participation in basic training courses, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutes. Fellowships cannot be granted to candidates who are already physically present at the proposed host institute whilst their applications are under consideration i.e. the period between application submission and receipt of the countersigned Letter of Award by the UICC.

The original Fellowships cannot be undertaken concurrently with other awards, even those funded by other agencies or organisations. They can be extended after the original one-month duration by a maximum of two months, subject to the written approval of home and host supervisors and at no additional cost to UICC. Fellowships may not be financially supplemented by agencies other than the home or host institutes or the Fellows themselves. Should return of the Fellow to their home country be delayed past the maximum three-month extension, 50% of the fellowship award amount must be reimbursed to UICC.

Fellowships that are terminated prematurely must be notified promptly to UICC and appropriate funds reimbursed. All Fellows are required to submit an end-of-project report within one month of the end of the project.

Fellowships will be awarded subject to adequate funds being available.

Fellowship Awards

Fellowship awards are based on candidates' estimates for travel and living costs, published fares and scales, and are intended to be a contribution towards international travel and living costs. They are not expected to include salary or typical income levels. The awards are for the initial travel from home to host countries, but do not include internal travel within the home and/or host countries. Costs for visa, passports, airport taxes etc. are the responsibility of the Fellows. The awards do not cover medical care, insurances or taxes; none of which UICC or the fellowship partners are liable for. They also do not provide support for accompanying dependents. Stipends are limited to one month.

End of project report

Within one month of the end of the project, a report describing the work undertaken and the results achieved must be submitted to UICC. To enhance the presentation of your report, please send us several high-resolution photos of yourself in your host institution, preferably with your host supervisor. This report must be approved and the performance during the fellowship evaluated by the host supervisor. Please use the end of project report template provided at the time of the award and return by email. Failure to comply by completing an end of project report may result in the request for the return of funds. Your home and host supervisors will be notified should this occur.

Please note that applicants may not apply for another UICC Fellowship until they have become members of the Association of UICC Fellows (AUF) and one year has passed since their previous fellowship is completed.

One-year evaluation survey

Approximately one year after completion of the fellowship and the return of the applicant to her/his home institute/hospital an online **evaluation** will be sent to the Fellow to complete.

Association of UICC Fellows (AUF)

Upon successful completion of a UICC fellowship, i.e. submission of the endorsed end-of-project report to UICC, Fellows are invited to join the **Association of UICC Fellows (AUF)**. Life-time membership carries a subscription fee of **USD 50**. Only Members of AUF are eligible to submit a further application for a UICC fellowship. 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.

2. Application Guidelines

The completed application along with all documents must be submitted online in English and are accepted at any time between the call opening and closing dates. Electronic signatures are acceptable.

Applications will be acknowledged promptly by an email from proposalCENTRAL and if items are missing, applications will be unsubmitted by the UICC fellowships team and candidates advised to resubmit after uploading the relevant documents.

For any questions regarding the application process please contact fellows@uicc.org

Please refer to the step-by-step guidelines on the UICC Technical Fellowships Website: <https://www.uicc.org/capacity-building/grants/fellowships/uicc-technical-fellowships>.

Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
- Access proposalCENTRAL at: <https://proposalcentral.altum.com>.
- If you are a 'new' user in proposalCENTRAL, click the 'Register' button under 'First Time Users' and complete the registration process.
- If you are already registered in proposalCENTRAL access the site and log in with your user ID or e-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
- After you log in, you must complete your Professional Profile (second tab from the left) before starting an application.
- To start an application, select the Grant Opportunities tab. A list of applications will display. Select the UICC Technical Fellowship program and click the 'Apply Now' link (second to last column) to 'create' your application.
- If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: pcsupport@altum.com.

Application Submission

The application process is conducted online only. In addition, several documents are to be uploaded as appendix to the application form:

- **A Biosketch/CV of the applicant** (please use the template provided online)
- **An Attestation on Headed Paper from Home Supervisor** (please use the template provided online)
- **Host Attestation** (please use the template provided online)
- **Letter of Invitation on Headed Paper from the Host Supervisor**

3. Overview of the Application Online Form

The application process is comprised of 13 steps:

- 1) Fellowship Summary
- 2) Download Templates & Instructions
- 3) Enable Other Users to Access this Proposal
- 4) Applicant
- 5) Host Location
- 6) Supervisors
- 7) Project Description
- 8) Abstract & Topics
- 9) Application Attachments
- 10) Certification
- 11) Validate
- 12) Signature Page(s)
- 13) Submit

1. Fellowship Summary

a. Title of proposed Project

Please enter a concise title, no longer than 80 characters.

Select whether your project is primarily **public health**, **research** or **clinical** in nature.

b. Proposed start and finish dates of the fellowship visit

These dates should fall within the specified minimum/maximum duration of a fellowship, ie between 28 and 31 days. They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa, and passport formalities.

Funding decisions are usually made within about 60 days of receipt of a complete application, subject to possible review delays.

c. Funding

Travel cost estimates should be obtained from a reputable online travel agency and should cover the least expensive international return air fare from the home to host organisation, 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.

d. Other funding

Please inform us if you are receiving funding from other sources and if so, how much. Fellowships may not be financially supplemented by agencies other than the home or host institutes or the Fellows themselves.

e. How did you learn about our fellowship program? Please specify (e.g. UICC website, UICC Capacity building or Members Newsletters, LinkedIn, a colleague at your home or host institution, a conference etc.)

2. Download Templates

Three templates are provided:

a. The Biosketch

The applicant is required to provide a fully detailed Biosketch.

b. A hand-signed home supervisor attestation on headed paper from the home supervisor

Use the template provided for Hand-Signed Home Attestation on Headed Paper from Home Supervisor. Electronic signatures are also accepted.

c. A Hand-Signed Host Attestation

Use this template form for the attestation of the host supervisor.

3. Enable Other Users to Access this Proposal

This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- **View** (View only. Cannot change any details.)
- **Edit** (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- **Administrator** (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.

Enter the "user id" of the person you wish to give access to in the "User ID/E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."

Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

Auto Notify: To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".

4. Personal Details of Applicant

This section resumes the information of the applicant, which should be fully completed for the proposal to be valid. Please ensure that all personal information including numbers and address entered are correct. You can edit your personal details by clicking on the 'Edit Professional Profile' Button

5. Host Location

In this section you have to provide details about the host institution you are applying for. You may select the institution in the list and edit its profile. You are also required to mention the working language at the work institute and state your level of knowledge of that language.

6. Supervisors

Provide information for your home and host supervisor in this section. Once you have entered the information, you may wish to invite them to complete their profiles.

7. 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. It should include sufficient details to allow international peer reviewers who are experts in the field of your project to evaluate its quality, timeliness, relevance and importance, the likelihood that it will have a successful outcome and a demonstrable lasting impact.

You are asked to describe:

- **The Purpose** (include specific objectives)
- **The Background** (Summary of the current status of the cancer burden in your country and the cancer control efforts related to your project)
- **A detailed work plan** (details of how the specific objectives will be achieved). Please write at least 3 paragraphs for this section.
- **Expected transferable skills** (please provide details of the specific technologies, skills or new knowledge that will be gained during your visit)
- **Facilities available to continue the work, apply and disseminate newly acquired skills in your organisation**
- **Sustainability**. Fellowships are intended to trigger a sustainable programme of activities in the home institution. Please provide details of the opportunities for future sustainability, for example, detail your plans to continue to the work, apply and disseminate newly acquired skills, any opportunities for further funding; how the project meets strategic research goals of your institution.
- **Relevance in your country** (please provide information on why this project is relevant to the situation in your home country)
- **Reason(s) for choice of host institute**
- **References to recent publications in the project field if appropriate**
- **Justification of project duration**

8. Abstract & Topics

a. **Abstract** - Provide a short scientific abstract for review purposes

b. **Fellowship Topics** – Select the most appropriate fellowship topic

Please select the main topic most relevant to your project. Please see the application guidelines for examples of fellowship projects under each discipline, and to the Technical Fellowship website for more information on previously funded fellows. Please note that basic research applications are no longer encouraged for this fellowship programme, please email fellows@uicc.org for more details.

1. Cancer prevention
2. Causes of cancer
3. Cancer registries, analysis of cancer data
4. Early detection, pathology, diagnosis, and prognosis
5. Cancer treatment
6. Patient support, survivorship and palliative care
7. Health economics, universal health coverage and policy, national cancer control plans

For more information, please contact fellows@uicc.org

9. Attachments

This is the section where you are asked to upload the following pdf documents:

- The Bio-sketch (CV template to be used)
- The Home Attestation on Headed Paper from Home Supervisor (template)
- Invitation on Headed Paper from Host Supervisor
- The Host Attestation (template)

10. Certification

By submitting a grant request to UICC, if your application is successful, you agree to return to your home institute at the end of the fellowship and certify that the foregoing statements in your application are true and complete to the best of your knowledge. You understand that any false statement is sufficient cause for rejection of the application or for cancellation of a fellowship already awarded.

Authorisation

Funding of a proposal authorises UICC to use the applicant's name and proposal in soliciting contributions to fund the fellowship programmes.

11. Validate

The system checks that all parts of the application are in order, and highlights any empty fields that need to be completed before you submit.

12. Signature Page(s)

Allows you to print a pdf of your application.

13. Submit

Once you press submit, your application is submitted and you will receive a confirmation email from ProposalCentral.

Contact Information

All communication regarding the Grant and Fellowship Program should be directed to the following address: fellows@uicc.org

For technical assistance regarding the application system, contact proposalCENTRAL at 1-800-875-2562 or 001 (703) 964-5840. You may also email Customer Support at pcsupport@altum.com.



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