



A MEMBERSHIP ORGANISATION  
**FIGHTING CANCER TOGETHER**

# 2022 Technical Fellowships (UICC-TF) Application guidelines and general conditions

Updated May 2022



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# 1. Application guidelines

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## Introduction

[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 1,200 members in 172 countries, UICC represents the world's major cancer societies, ministries of health and patient groups and includes influential policy makers, researchers and experts in cancer prevention and control. UICC also boasts more than 50 strategic partners. UICC Fellowships programmes have been running for almost 60 years and have provided over 4,100 cancer professionals from countries around the world the opportunity to learn new skills in cancer control that they can implement in their institutions upon their return home. 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 to 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 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>

The calls for applications to the Technical Fellowships and the [Bourses pour l'Afrique Francophone](#) are open between February and December.

The UICC fellowships portfolio also includes two further opportunities in 2022:

The [Virtual Fellowships](#) opened in June 2020 in response to the coronavirus pandemic, as an online alternative to in-person visits to allow cancer professionals from UICC member organisations to obtain expert learning and guidance in cancer control in English, French or Spanish, through a series of one-to-one video calls with experts. The 2022 call will open February 1st.

The [YY Study Grants](#) allow established cancer professionals the opportunity to initiate or pursue research projects with international collaborators. The YY Study Grant 2022 call is due to open in September.

## Objectives

The main objectives of the Technical Fellowships 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.

## Application process

### Target candidates

All cancer professionals, including 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 mission to promote greater equity, priority will be given to fellowship applicants based in low and middle-income countries. In line with this focus, applications from organisations that are of seeking to build technical skills and knowledge in areas or services of key public health priority will be given priority over those with access to state-of-the-art technologies, such as robotic surgery for example.

### Eligibility criteria

- The applicant may be of any nationality and may reside in any country at the time of the application but must apply to visit a different country for their fellowship visit.
- The applicant must hold a minimum of a **Master's degree**. Qualified medical doctors may be considered in the absence of a higher degree (i.e an MD) if they hold or are within a year of holding a board certification (or equivalent) in a cancer-related specialty.
- **Registered nurses** who have an RN qualification with documented experience of working with cancer patients for at least five years.
- **Candidates who are currently participating in a study/educational programme, eg medical, Master's or PhD students are not eligible to apply**, regardless of whether they already hold a Master's degree or medical equivalent.
- The duration of a fellowship should be between two and eight weeks. Applications for fellowships with shorter or longer durations are not eligible.
- Starting from the date of online submission, applications require 60 days for evaluation. Projects with start dates commencing before this 60-day limit 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 those associated to the tobacco industry are not eligible to apply.
- Only one UICC fellowship 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 and should have worked in the field of cancer for at least five years prior to applying even if they have a Master's degree.

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

### Fellowship duration

One-month international visits may not always offer the most appropriate solution to cancer professionals, who might consider a training opportunity of different duration more suitable to their needs. Therefore, for the first time in 2022, applicants are able to apply for fellowship visits a varying duration, depending on the type of learning required, with a minimum of two weeks, and a maximum of eight weeks duration. Specific justification for the duration of the visit is required, in terms of how this will be sufficient to achieve the learning objectives. The below table outlines the maximum level of funding that can be requested according to the duration of the fellowship. The maximum duration of a no-cost extension permitted is two months.

## Technical Fellowship visit durations and the corresponding maximum level of funding possible

Duration of fellowship	Maximum level of funding possible
Two weeks	2,200 USD
Three weeks	2,800 USD
Four weeks	3,400 USD
Five weeks	4,000 USD
Six weeks	4,600 USD
Seven weeks	5,200 USD
Eight weeks	5,800 USD

## Types of fellowship

In the online application process, applicants are required to select the **type** of project, choosing from the following three categories: public health, research or clinical.

Projects should be relevant to the local resource setting and meet the strategic goals of the applicant's organisation and ideally be relevant to current global thematic priorities in cancer control. 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.

### Public health fellowships

Public health fellowships are dedicated to promoting, protecting and preserving good health in order to prevent premature death due to cancer, and restoring health and maximising the quality of life when health cannot be restored. Health systems can be strengthened through the collective action of cancer professionals working in public health 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 "Public health":

- 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 (UHC) 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.

### Research fellowships

Research fellowships are aimed at investigators performing translational cancer research that aims to convert basic research knowledge into practical applications that can enhance the health and well-being of cancer patients. Applications on purely basic research are not encouraged by the Technical Fellowships programme.

Candidates working on the following topics should select "Research":

- Origins of cancer (identification of genetic, epigenetic, environmental and/or lifestyle factors that can increase the risk of human cancer)
- Cancer prevention (development of 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).

Applicants who have projects involving implementation or operational research should select the Public health type of fellowship, while those working in clinical research should select Clinical fellowships or observerships.

### Clinical fellowships or observerships

Clinical fellowships are 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 “Clinical”:

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

### Cancer Topics

The Technical Fellowships programme aims to support health workers and cancer professionals who wish to gain skills or knowledge in any of the seven topics listed below. Applicants are requested to select the most appropriate topic, as well as the type of cancer they work on, if relevant.

- Cancer prevention
- Causes of cancer
- Cancer registries, analysis of cancer data
- Early detection, pathology, diagnosis, and prognosis
- Cancer treatment
- Patient support, survivorship and palliative care
- Health economics, universal health coverage and policy, national cancer control plans

### Fellowship topics receiving targeted support

Technical Fellowships are supported by a group of partners, some of whom are interested in supporting particular themes within cancer control. If your fellowship subject is aligned with one of these themes, please select the appropriate topic from the drop-down menu. If your project is not related to any of these themes, please select “other”.

#### Themes receiving targeted support in 2022

- Cancer prevention and early detection
- Breast cancer
- Cervical cancer elimination
- Geriatric oncology and cancer in the elderly

### 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 the duration of the fellowship visit. An invitation letter from the host supervisor signed by them must be uploaded as part of the application.

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 could explore the [map of UICC member organisations](#) for potential hosts, where they can search by country or region. UICC is currently developing partnerships with a number of organisations who specifically welcome Fellows to visit them and learn new skills in cancer control. These opportunities will be promoted as and when they become available.

## Online application

Applicants submit their applications online, and require home and host supervisors to also register and complete sections of the online form, confirming their approval of the fellowship visit. Host supervisors need also to upload a scan of an official letter of invitation naming the applicant and the proposed dates of the fellowship visit. The online application process is explained in detail in the next section.

## Application Review Process

Eligible applications are evaluated by members of an independent expert selection 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.

Around 150 reviewers contribute reviews to the programme each year. 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 decisions are final and cannot be appealed.

## Final Decisions

Applicants are informed of the final decision within 60 days of applying. If selected, they receive through the online grant management system a letter of award, which they should sign and upload, and a statement of award that will allow them to apply for a visa if needed.

Once applicants have uploaded signed letter of award, completed the banking details online form and have uploaded a copy of their visa, UICC makes the payment of the award within one month of the fellowship visit.

## 2. Online submission

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Applications can be submitted online at any time between the call's opening and closing dates of February 1<sup>st</sup> and December 31<sup>st</sup>.

From **Monday, May 9<sup>th</sup> 2022** Technical Fellowship and Bourses pour l'Afrique Francophone applications will be received and processed through the **SmartSimple** grants management system.

Information on how to access the platform, create your profile and submit your application are described below:

### Register an account and login

- Please click [here](#) to access SmartSimple grant management platform
- If you are a new user in SmartSimple, you will be required to click the '**Register here**' button under 'New to the system?' and complete the registration process.
- After registering, you will receive an email with a link to create a password.
- Please return to the login page and login to your account with your e-mail address and password.
- If you are already registered in SmartSimple, please access the site and log in with your e-mail address and password.

### Start your application

- Select the **Funding Opportunities** box under **Applications**. The list of open funding opportunities will be shown.
- To apply for the **Bourses pour l'Afrique Francophone programme** in French, please click the globe icon at the top of the screen and switch to French and then select the Bourses pour l'Afrique Francophone and click the '**Apply Now**' link.
- Select **Technical Fellowships** and click the **Apply Now** link. A new application form will be created.
- Click on the **Save** button to activate the form and start working on it.
- If you start an application and need to complete it at a later time you can click the '**Save Draft**' button at the bottom of the application. When you return to the platform you can find this saved application in by clicking on the **In Progress** box under **Applications** and open the application.
- On the SmartSimple main application page, beneath the general instructions, there are five tabs with fields to complete:

**CONTACT INFORMATION**   FELLOWSHIP SUMMARY   HOST ORGANISATION   PROJECT DESCRIPTION   APPLICANT BIO-SKETCH

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Mandatory questions are marked with a red asterisk (\*), if you click '**Submit**' without completing one of the mandatory fields, you will receive an error message directing you to the blank or uncomplete question.

## 1. Contact information

### Select your organisation

Please start typing the name of the organisation in the text field and select it if you find a match. If you cannot find it this way, use the Lookup button to see a list of all the organisations registered in the system. If you still to not see it, please press the blue plus icon on the top left hand side and add its name, city and phone number.

You will then be asked to fill the following fields regarding your institution:

### New Organisation

[←](#) [Tools](#)

\* Organisation Name:

Phone:  ?

\* Department:

\* Zip/Postal Code:

Modified By:

Created By:

\* Address:

Address 2:

\* City:

\* Country:

Last Modified:

Created Date:

▼ Additional Information

Website

Social media

\* Relationship with tobacco or alcohol industries

\* Is your organisation a UICC member? If your organisation is not yet a member and you would like to join the community please contact [membership@uicc.org](mailto:membership@uicc.org)

[Save Draft](#) [Save](#) [Close](#)

## Select yourself as Primary Contact

## Invite Home and Host Supervisors

Go to the **Supervisors Invitations** section, click on the Invitations button to start inviting your home and host supervisors to complete their sections of your application (this is mandatory for submission).

On the **Invitations** window that pops up, click the plus + button to add a home or host supervisor.

Click on the **Save** button to save your home or host supervisor, and click on the **Invite** button next to it when you are ready to send the invitations.

Invitations ✕

**Instructions**

- To invite a Home/Host Supervisor, click the add button below, enter the supervisor's name and e-mail address and click the invite button.
- To cancel an invitation, click the delete button to the right.

Prefix	First Name	Last Name	Email	Role	Status	
<input type="text"/>	Dorya	Home Supervisor	drascon+home@smartsimple.com	Home Supervisor	Draft	<a href="#">✕</a>
<input type="text"/>	Dorya	Host Supervisor	drascon+host@smartsimple.com	Host Supervisor	Draft	<a href="#">✕</a>

[+](#) [↻](#)

[Save](#) [Invite](#)

When the invitations have been sent out you will see that the status of the home or host supervisor has changed to **Invited**. Also, you have the option to re-send the invitation emails by clicking on the **Re-Send Invite** button (first button on the left of the record).

Invitations

**Instructions**

- To invite a Home/Host Supervisor, click the add button below, enter the supervisor's name and e-mail address and click the invite button.
- To cancel an invitation, click the delete button to the right.

	Prefix	First Name	Last Name	Email	Role	Status	
		Dorya	Home Supervisor	drascon+home@smartsimple.com	Home Supervisor	Invited	
		Dorya	Host Supervisor	drascon+host@smartsimple.com	Host Supervisor	Invited	

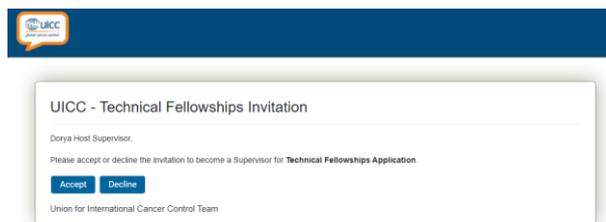
Close the invitations window. You will see the list of supervisors invited on your application form now. The supervisors invited will receive an email within the next five minutes including a link to be directed to the platform.

Dear Dorya Host Supervisor,

Dorya Applicant has invited you to join an UICC grant application as a Supervisor. Please click on this link: [https://uicc.eu-1.smartsimple.eu/ex/ex\\_invitation.jsp?lang=1&token=%24BhTcqqUpKcAKClznHmxFpx8lxRkVoX35%2BfPsmIjv4F4%3D](https://uicc.eu-1.smartsimple.eu/ex/ex_invitation.jsp?lang=1&token=%24BhTcqqUpKcAKClznHmxFpx8lxRkVoX35%2BfPsmIjv4F4%3D) to be redirected to the online grant application system to accept or decline the invitation. If you do not already have an account, you will be asked to create one.

UICC Team

When the home or host supervisor clicks on the link provided, they will be asked to **Accept** or **Decline** the invitation made.



If the home or host supervisor declines, they will see a new window confirming their declination. The status on the list of invited users on the application form will get updated to **“Declined”** for this user.

Dorya	Host Supervisor	drascon+host@smartsimple.com	Host Supervisor	Declined
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If the home or host supervisor accepts and already has an account, they can go to the login page and login to the system. If they are new users, they will be directly sent to the Registration page to create an account.

When the supervisors access the system, they will see their assigned Home/Host supervisor forms under **Assigned Forms Pending**. They will find their completed forms under the **Assigned Forms Completed**.

When the home or host supervisors open their pending form, they will see a number of fields already completed. Mandatory fields are marked with a red asterisk. Progress can be saved by clicking the **Save Draft** button.

Once all the fields are completed, supervisor users can press the **Complete** button. This will move the form to **Assigned Forms Completed** and that is all the supervisor is required to do.

After both host and home supervisor forms have been completed, you will notice that the status of your invited users is Accepted.

NOTE: Applicants will only be able to submit their application if at least one **Home Supervisor** and one **Host Supervisor** form have been completed.

## 2. Fellowship Summary

### Project start and end dates:

Insert the start and end dates of your planned visit, taking into account that UICC requires 60 days to review applications. Visits with start dates that are less than 60 days after the date of submission will not be considered. You should also allow sufficient time to complete visa requests if awarded.

### Total number of days of proposed visit duration:

Insert the total number of days of your proposed visit. UICC Technical Fellowship visits can be from two and eight weeks in duration ie between 14 and 56 days.

### Amount requested total:

Total amount requested (including return economy class travel costs plus living costs up to a maximum of 2,200 USD for two weeks; 2,800 USD for three weeks; 3,400 USD for four weeks; 4,000 USD for five weeks; 4,600 USD for six weeks; 5,200 USD for seven weeks; and 5,800 USD for eight weeks).

### Amount requested living costs:

Please enter a realistic estimate of living costs (accommodation and food). Please contact your host supervisor for this estimate.

### Amount requested travel costs:

Travel cost estimates should be obtained from a reputable travel agency or flight comparison website and should cover economy class international return air fare from the home to host organisation, or other appropriate form of transport.

### Project Title:

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

### Fellowship Type:

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

### Targeted Themes:

Select whether your project is aligned with one of the targeted themes listed, if not, select "Other".

### Topic:

Select one of the seven listed topics which your project covers.

### Main Cancer Type:

Type which cancer type your project concerns, mentioning if your project is relevant to all cancer types.

## Have you applied to another funding source for support for the same project and period?

Fellowships may not be financially supplemented by agencies other than the home or host institutes or the Fellows themselves. If you select yes you will be asked to provide more details.

### Abstract

Provide a brief summary of your project that can be understood by a general audience of 3,000 words max (approx. 500 words).

## How did you learn about the fellowship programme?

Please how you learned about the programme, whether through Internet search, UICC website, UICC conference, UICC, newsletter, a colleague at home or host institution, congress or other.

## 3. Host Organisation

### Host Organisation Name:

Please start typing the name of the organisation in the text field and select it if you find a match. If you cannot find it use the Lookup button to see a list of all the organisations registered in the system. If you still to not see it, please press the blue plus icon on the top left hand side and add its name, city and phone number, as explained above under Contact information: Select your organisation.

Please add the Department name of the host organisation that you plan to visit, the organization's, working language and your level of knowledge of the language spoken at the host institution.

You are required to upload a scan of a signed letter of invitation on institution's headed notepaper, officially inviting the applicant to visit the host institution.

## 4. Project Description

This is the most important component of your application. It should be prepared by yourself and be approved by 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 duration and have the potential for a lasting and long term impact.

### Purpose:

Include specific objectives that you want to achieve as a result of your fellowship visit.

### Background:

Summary of the current status of cancer control in your country and the current situation related to your project.

### Detailed work plan:

Please provide details of how the specific objectives will be achieved. You should include at least 4 paragraphs of text in complete sentences where you describe in detail your planned activities during your proposed visit. Please confer with your host supervisor to agree on the workplan.

### Expected transferable skills:

Please provide details of the specific technologies, skills or new knowledge that will be gained during your visit.

### 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.

## Facilities in your institution:

Please describe if the infrastructure of your home institution will allow you to continue the project and if the conditions will be met to implement and pass on your newly acquired skills to others.

## 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.

## List up to 5 of your publications which are most relevant to this application

These applications should include you as one of the co-authors.

## Justification of project duration:

Explain why the selected duration is appropriate to fulfil the objectives of the fellowship.

## Certification:

Please confirm that if the application is successful, you will return to your home institute at the end of the fellowship. Please confirm that the information in the application is true and complete to the best of your knowledge. Please state that you understand that any false statement is sufficient cause for rejection of this application or for cancellation of a fellowship already awarded.

## 5. Applicant Bio-Sketch

### Education / Training

Click on the blue icon “Enter details”.

Click the plus icon

#### Education / Training

 Begin with your University degree or other initial professional education such as nursing training, include any postdoctoral training and residency training if applicable.

Organisation name	City and Country	Qualification obtained	Date qualification was obtained	Description of Qualification
<input type="text" value="Birmingham University"/>	<input type="text" value="Birmingham, United Kingd"/>	<input type="text" value="MBBS"/>	<input type="text" value="03/05/2005"/> 	<input type="text" value="Medical Degree"/> 
<input type="button" value="+"/>				

List your education and training, beginning with your University Degree, or other initial professional education, and including any postdoctoral training. Include the name of the Organisation name, city and country, the qualification obtained, the date you obtained it and a short description.

### Positions:

List professional posts you have held since finishing your education, including job title and institution name, city and country, concluding with the present position at the bottom.

### Prizes and Awards:

Indicate any awards, grants or prizes you have received, including fellowships, including the date obtained.

### Personal Statement:

Please summarize in a paragraph your motivation for carrying out this project and the reasons why you think you are the best candidate, indicating any qualifications or activities that seem relevant to you.

### Peer Reviewed Publications:

List all publications in chronological order where you are author or co-author.

### Abstracts or posters at conferences:

List all abstracts in chronological order.

### Previous UICC Fellowship award:

List any previous UICC Fellowship awards with dates.

### Research Funding:

List all ongoing and completed research projects in which you are/were the principal investigator or co-investigator. Include a brief summary of overall goals of the project and your responsibilities.

## Update your application

The contact information page contains your contact details from the initial registration step.

If there are any errors on your application (whether from an error entering the information or the information has changed since submitting a previous application) please update your profile by clicking on the circle with your initials in the upper right-hand corner.

You can update your application any time you wish before it is submitted.

## Submit your application

When you are ready to submit your application click the 'Submit' button at the bottom of the application.

After clicking 'Submit' you will not be able to edit the application anymore.

Applications will be acknowledged by an email from SmartSimple and if items are missing, applicants will be contacted.

Please ensure you have received the acknowledgement message that confirms that your application was submitted.

## Communications from UICC through the platform

UICC might respond to you with questions through the grant management system. In this case, you will receive a notification from the SmartSimple system via email if additional information is required and additional emails as your application moves through the various phases of assessment.

You will receive regular updates on your application through SmartSimple emails.

In case you experience issues in creating your account or accessing SmartSimple, please contact **Sally Donaldson**, Fellowships Manager at [fellows@uicc.org](mailto:fellows@uicc.org)

### 3. General conditions

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- UICC Fellowships are intended to support the development of human resources for cancer in the home institution and country of the Fellow, and UICC Fellows are therefore expected to return to their home institutes/country at the end of the fellowship period.
- Fellowships will not be 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 UICC.
- The Fellowship cannot be undertaken concurrently with other UICC awards, or those funded by other agencies or organisations. They can, however, be extended after the original 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 two-month extension, the individual would not be permitted to reapply for a fellowship in future.
- Regarding the Covid-19 pandemic, awarded Fellows are expected to take all necessary precautions regarding their own safety and that of members of the host institution. Wherever possible, Fellows should be fully vaccinated against COVID-19 prior to travel and should ensure in advance they can provide all necessary documentation needed to enter the host country. If a Fellow is refused entry for not meeting the host country regulations regarding COVID, they must immediately reimburse the awarded funds. Any COVID-related costs incurred for example quarantine hotel stays or other, need to be covered at the Fellows expense, and it is their responsibility that they are covered by the necessary insurance.
- If a Fellowship is terminated prematurely or unexpectedly cancelled, UICC must be informed promptly, and the appropriate funds reimbursed.
- Fellows are required to submit an end-of-project report within one month of the end of their fellowship visit, in addition to the completion of a post one-year online survey.
- If an application is rejected, the applicant must wait until the following year to apply again.
- 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 travel from to/from 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, insurance or taxes; none of which UICC or the fellowship partners are liable for. They also do not provide support for accompanying dependents.

## 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, preferably including high-resolution photos of the Fellow in the host institution with the host supervisor. This report must be approved and the performance during the fellowship evaluated by the host supervisor. Failure to submit an end of project report may result in the request for the return of funds and the 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.

## Post one-year survey

Approximately one year after completion of the fellowship and the return of the applicant to her/his home institute/hospital an online survey will be sent to the Fellow to complete to provide longer term feedback on the potential outcomes and impact of the fellowship.

## Association of UICC Fellows (AUF)

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