



A MEMBERSHIP ORGANISATION  
**FIGHTING CANCER TOGETHER**

# African Cancer Fellowships

General conditions and Application guidelines



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# 1. Introduction

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Founded in 1933, [Union for International Cancer Control](#) has provided grants to more than 6,000 cancer professionals and institutions in support of cancer control, prevention and early detection, research, education, advocacy and community outreach. Its mission is to unite the cancer community, to reduce the global cancer burden, to promote greater equity, and to integrate cancer control into the world health and development agenda.

Responding to the increasing cancer burden facing Africa UICC, supported by the [American Cancer Society](#), has launched a new fellowship for cancer professionals in Africa, linked to the [2018 World Cancer Congress](#). The goal of this initiative is to enable health care workers [HCW]<sup>1</sup> to improve cancer outcomes in Africa.

## Objectives

The programme aims to enhance educational opportunities for health care workers in Africa, thereby expanding workforce capability and improving care for cancer patients. Hands-on fellowship opportunities are combined with peer-to-peer exchange and information sharing that will allow individuals to learn important skills relevant to cancer care and to disseminate them throughout their region.

To achieve these goals UICC is offering 20 fellowships to visit an organisation in another country with a strong emphasis on learning skills that will be shared with peers in their home organisation or network.

Additional benefits include:

- A dedicated workshop at the 2018 World Cancer Congress for fellows to share their fellowship and knowledge sharing experiences with other awardees.
- An online common interest network where awardees can exchange acquired knowledge and share lessons learnt.

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<sup>1</sup> \*Health Care Workers definition for this programme includes the health work force: physicians, nurses, advanced practice registered nurses, allied health professions, community health workers, social health workers and other health care providers. Health management and support personnel are also included, for example health services managers, medical records and health information technicians, and others.

## 2. Fellowship Format & Timelines

This fellowship combines the following different aspects. To ensure awardees are able to fully participate in the World Cancer Congress workshop a set timeline is in place for fellowship visits and knowledge dissemination:

	Key dates	Comments
<b>Call for proposals deadline</b>	30 <sup>th</sup> November 2017	Project and visit proposals should demonstrate strong plans for knowledge dissemination and show evidence that stakeholder engagement has already taken place
<b>Notification of awards</b>	February 2018	20 awardees to be selected
<b>World Cancer Congress abstract submission</b>	End March 2018	Successful applicants are expected to submit an abstract to the Congress
<b>Expected fellowship visit period</b>	March to June 2018	Ideally visits to the host institution should take place before the end of June but must take place before the World Cancer Congress
<b>Expected initial dissemination period</b>	From April 2018	Fellows are expected to commence knowledge sharing as soon as their fellowship visit ends
<b>Invitation to 2018 World Cancer Congress</b>	August 2018	10 fellows will be awarded travel grants based on their fellowship visit report and congress abstract
<b>World Cancer Congress</b>	1 <sup>st</sup> -4 <sup>th</sup> October 2018	Dedicated knowledge sharing workshop at the congress in Kuala Lumpur
<b>Common Interest Network</b>	From October 2018	Virtual peer to peer support network will provide resources, advice and inspiration to awardees

### Target Candidates

The programme is open to individuals working in any area across the cancer continuum who wish to develop their knowledge and innovate in a particular topic

- Medical professionals must hold relevant qualification e.g. MD, MBBS, Registered Nurse, Diploma of midwifery.
- Non-medical applicants, such as those working in cancer societies or non-governmental organisations (NGOs), should hold a Bachelor's degree
- Candidates should have documented experience of working on cancer or with cancer patients

Depending on the projects, pairs of applicants from the same institution are also welcome to apply to visit the same host institution where this will contribute to successful implementation on return home.

## Types of Project

Projects should focus on achieving one of the following:

- Improving current services
- Scaling up access to services locally, nationally or regionally
- Testing implementation of new services or solutions

Examples of projects (not an exhaustive list):

- Community health awareness interventions
- Skills training for community health workers or cancer society volunteers
- Introducing cancer content into general nursing curricula
- Improving pharmaceutical supply chains
- Enabling nurses to lead cervical cancer screening programmes
- Implementing palliative care services or social support
- Enhancing national cancer registry services
- Development of cancer information services

## Host Locations

We encourage applicants to choose host institutions that best reflect the context in which they will be using the skills at home and can best support the skills they wish to learn.

Fellowship host locations in Africa are preferred however fellowships outside of the region will be considered with appropriate justification.

## Application Review Criteria

Applications are evaluated by an independent Review Panel according to a peer-review process. The competitive selection is made on the basis of expert evaluation of the application and the proposed course as set out by the applicant in the project description. Reviewers of the highest international standing in their respective fields will carry out this task. Their assessments are strictly confidential and cannot be divulged outside of UICC and its selection committees, or to the applicants themselves. The reviewers' decisions are final and cannot be appealed.

All applications are reviewed for their completeness and compliance with the guidelines described here. Any incomplete application or non-compliant with stated guidelines will be disqualified.

Applications should be aligned to the local resource setting and support the strategic goals of the applicant's organisation.

They should contain a plan to develop and disseminate the acquired skills effectively within the home organisation or network and evidence that stakeholder engagement in preparation for knowledge dissemination has already taken place

The proposed project including fellowship visit and knowledge sharing (dissemination) should be achievable within the programme timescales set above.

Ideally, the fellowship's topic would contribute to a broader initiative led by the home organisation and have a lasting impact on cancer control in the applicant's country or region.

## Eligibility criteria

- The applicant(s) must reside in Africa at the time of the application.
- The applicant(s) should have documented experience of working in the field of cancer
- Medical professionals must hold relevant qualification e.g. MD, MBBS, Registered Nurse, Diploma of midwifery.
- Non-medical applicants, such as those working in cancer societies or non-governmental organisations (NGOs), should hold a Bachelor's degree

- The applicant(s) must be on the staff payroll of a cancer society, non-governmental organisation, university, hospital, or cancer registry to where they will return at the end of their fellowship.
- Medical and PhD Students are not eligible to apply.
- To permit effective communication at the host institute, the applicant(s) must have adequate fluency in the language used by the host institute.
- 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. Applicants 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 the start date of their previous fellowship.

## Fellowship Deliverables

UICC expects awardees to deliver the following as part of their fellowship:

- Submission of an abstract of their project to World Cancer Congress once they have received notification that their application has been successful
- A report of their fellowship visit that outlines in detail what they have learned. They are also asked to include a refined dissemination plan describing how they plan to disseminate their new knowledge within their home network or organisation. The host supervisor will be asked to submit an evaluation of how the fellow performed during their visit.
- Active engagement in UICC's Common Interest Network
- A final report 6 months post-visit outlining results of the initial knowledge sharing within their home network or organisation and future plans to share their knowledge with a wider audience.

## Selection for 2018 World Cancer Congress attendance

Successful candidates are encouraged to submit an abstract to the 2018 World Cancer Congress. Acceptance of this abstract by the WCC Abstract Committee and evaluation of the report that fellows complete after their visit to the host organisation will be used to determine which awardees will be awarded travel grants to attend the 2018 World Cancer Congress in Malaysia.

Travel grantees will be given the opportunity to participate in a dedicated workshop to allow fellows to share the lessons learned from their fellowship visit and subsequent implementation.

## Common Interest Network

Following the Congress, all awarded fellows will be encouraged to join an online community that will allow the information learned by the fellows to be shared among the wider group to create a collaborative knowledge network. Focusing on peer-to-peer support, this virtual network will provide resources, advice and inspiration to fellows.

## Award Conditions

UICC Fellowships are conditional on awarded Fellows returning to the home institutes/organisations and country at the end of the fellowship period.

Fellowships are not granted for basic training, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutes. They are granted subject to adequate funds being available.

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 the application closing date and receipt of the countersigned Letter of Award by the UICC.

Pairs of applicants from the same institution are encouraged to apply, with each submitting a separate biosketch/CV within the same application.

The original Fellowships cannot be prolonged, or run concurrently with other awards, even those funded by other agencies. They can however, be extended after the original 1 month by a maximum of 2 months subject to the written approval of home and host supervisors and at no additional cost to UICC.

These 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 these three months, 50 per cent of the travel award must be reimbursed to UICC.

Fellowships that are terminated prematurely must be notified promptly to UICC and appropriate funds reimbursed.

UICC requires a visit report in English within 1 month of the visit to the host institution and a final report six months after the visit.

## Award Amounts

The awards are based on candidates' estimates for travel and living costs, published fares and UICC scales but are only a contribution towards least expensive regional/international travel and living costs. They are not intended to completely cover all travel or normal salary or income levels. They 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 Sponsors are liable for. They also do not provide support for accompanying dependents. Stipends are limited to 1 month.

Applicants from the same home organisation submitting a joint application are eligible to receive 2 separate award amounts.

## Fellowship Visit Reports

Within one month of the end of the fellowship visit, a report describing the work undertaken and the results achieved and the steps taken to disseminate the knowledge gained to the home organisation must be submitted to the 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.

## Final Reports

Approximately 6 months after completion of the fellowship awardees will be asked to complete a final report outlining how the knowledge gathered from the fellowship visit has been disseminated and what has been learnt since then. The home line manager will also be asked to assess the impact the fellowship has had on the home organisation, and to describe how the fellow has disseminated the knowledge learned.

## Association of UICC Fellows (AUF)

Upon successful completion of a UICC fellowship, i.e. submission of the endorsed final report to UICC, Fellows are invited to join the Association of UICC Fellows (AUF). Only Association Members are eligible to submit further applications for any UICC fellowship scheme.

New members who work in developing countries 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.

Life-time Membership carries a subscription fee of USD 50.

No distinction will be made among candidates on the basis of gender, ethnic origin, religious or political beliefs. Any infringement of these conditions will result in the withdrawal of an application from the selection process or the cancellation of an award already made.

## 3. Application Guidelines

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The completed application along with all documents must be submitted online in English before the deadline for submission. Electronic signatures are acceptable. Applications will be acknowledged promptly and candidates advised by email if items are missing.

### Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
- Access proposalCENTRAL is possible via the following link: <https://proposalcentral.altum.com>.
- If you are a 'new' user in proposalCENTRAL, go to "Need an account?" and click on "CREATE ONE NOW" and complete the registration process.
- If you are already registered in proposalCENTRAL access the site and go to "Application Login" 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, complete your Professional Profile (second tab from the left) before starting an application.
- To start an application, select the "Grant Opportunities" tab (gray tab furthest to the right). A list of applications will display. Find the UICC program that you wish to apply for 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 immediately: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com).

### Additional Documents

Several documents are to be uploaded as appendices to the application form:

- **A Biosketch/CV of the applicant** (template provided online)
- **An Attestation on Headed Paper from the Line Manager/Home Supervisor** (template provided online)
- **Hand-Signed Host Attestation** (template provided online)
- **Hand-Signed Letter of Invitation on Headed Paper from Host Supervisor** (to be provided by the host supervisor)

### Overview of the Application 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 & Disciplines
- 9) Application Attachments
- 10) Certification
- 11) Validate
- 12) Signature Page(s)
- 13) Submit



## 1. Fellowship Summary

### a. Title of proposed Project

Enter a concise title for the project, no longer than 80 characters.

### b. Proposed start and finish dates of your project

These dates should fall within the specified duration of the fellowship applied for (i.e. one month). They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa, and passport formalities. The notification of results will be in February 2018, therefore the earliest an applicant may start their project is **1<sup>st</sup> March 2018** but you should allow extra time if you need to apply for a visa.

### c. Funding

Travel cost estimates should be obtained from a reputable travel agent or website and should cover the least expensive international two-way air fare, or other appropriate form of transport. The monthly living costs stipend estimates should be established in consultation with the host organisation and be appropriate for the resource setting you are going to. The average total award if travelling regionally (living stipend plus travel costs) is 3,000 USD per awardee. Once awarded, the funding cannot be increased.

### d. Other funding

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

### e. How did you learn about our fellowship program?

Please specify (the website, conference or newsletter where you heard about it, or if through a colleague or UICC member/partner, at which institution they are based)

## 2. Download Templates

Three templates are provided:

### a. The Biosketch/CV template

The applicant is required to fill in this template with their biosketch information. This includes a personal statement section which you should use to express why you are suitable for this award.

### b. A hand-signed Line Manager/home supervisor attestation

Use the template provided for Hand-Signed Line Manager Attestation on Headed Paper from your line manager or supervisor. Electronic signatures are also accepted.

### c. A Hand-Signed Host Attestation

Use this template form for the attestation and signature of the host supervisor. Electronic signatures are also accepted.

## 3. Enable Other Users to Access this Proposal (Not Required)

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.)

If you need more information on how to do this, please click the help icon under this section on the application website

## 4. Applicant

This section includes information regarding the applicant, and 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, including those of your home Institution/organisation by clicking on the “Edit Professional Profile” button. To change your home organisation, click on “Change Institution” and select search for it by country or city. If no matching institution is found, please click the “Create New Institution” button and enter its details (essential information has a red star beside it) then press save. You can now select it by clicking “Change Institution” under your professional profile.

## 5. Host Location

In this section you have to provide details about the host institution you are applying for. You may select the institution by country, or create a new institution as mentioned in the section above.

You are also required to mention the working language at the work institute and state your knowledge of that language.

## 6. Supervisors

In this section you should provide information regarding your home (line manager) and your host supervisor. First enter their email address then press the “Add Contact” icon. Once you have entered their information (essential information has a red star beside it), select their institution then press save. You need to do this for both home and host supervisors.

## 7. Project Description

This is an important component of your application. It should be prepared by yourself and have the approval of both your home and host supervisors. The description must include sufficient detail to allow the evaluation of the significance and impact of the proposed fellowship visit and the likelihood that the project will have a successful outcome.

You are asked to describe:

### **Purpose of the Project**

Include specific objectives of your project

### **Relevance to Home Institution and local community**

Give a summary of the current unmet needs in your home organisation and/or local community that your project would address)

### **Detailed Work plan for visit**

Provide details of how each specific objective will be achieved. Please write approximately 300 words for this section.

### **Expected transferable skills and dissemination plan**

Provide details of the specific skills, experience or new knowledge that will be gained during your visit. Outline your plan and timeline to share these with your wider network or colleagues to improve the implementation/ delivery of cancer care in your setting. Describe what actions you have already taken to prepare for this.

### **Sustainability**

Once you have delivered the activities specified in your initial dissemination plan, explain how this learning will continue to be implemented/ shared more widely for further impact to improve cancer control at the national/regional level.

### **Facilities/Resources available**

Describe the existing infrastructure at your home organisation that will allow you to implement and disseminate the newly acquired skills on your return.

### **Reason(s) for choice of host institution**

Describe how the host institution is relevant to the skills/knowledge you wish to acquire

### **Justification of project duration**

Justify how the proposed project – study visit and dissemination plan - is feasible within the overall programme timeline i.e. for presentation of findings at the World Cancer Congress in October 2018

## **8. Abstract & Disciplines**

### **a. General audience summary**

Provide a clear and concise overview of the proposed project that may be used for general audience.

### **b. Main Discipline List (CSO Classification):**

UICC fellowships are categorised according to the ICRP standard Common Scientific Outline. You should select a discipline from the list below which best matches your project.

1. Biology\*
2. Etiology (causes of cancer)
3. Prevention
4. Early Detection, Diagnosis, and Prognosis
5. Treatment
6. Cancer Control, Survivorship, and Outcomes Research
7. Scientific Model Systems\*
8. Advocacy and Health policy – Used for projects on advocacy and health policies that do not fall into the Cancer Control discipline above.

\*The Common Scientific Outline topics 1 and 7 (Biology and Scientific Model Systems) are not relevant for this call for proposals. For more information, please contact [fellows@uicc.org](mailto:fellows@uicc.org)

### **c. Cancer Types Section**

If your project relates to any type of cancer please choose the option: “Not Site-Specific Cancer”

## **9. Attachments**

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

- The Biosketch/CV (template)
- The Hand-Signed Line Manager Attestation on Headed Paper (template)
- Hand-Signed Letter of Invitation from Host Supervisor on Headed Paper
- The Hand-Signed Host Attestation (template)

## **10. Certification**

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

You understand that all materials and outputs developed through the African Cancer Fellowship funding can be used by the cancer community on a non-profit basis. Funding of a proposal authorises UICC to use the applicant's name and proposal in soliciting contributions to fund its capacity building initiatives. You authorise UICC to refer to or post any developed outputs on a publicly accessible website for the purpose of promotion.

## 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 UICC Grant and Fellowship Programmes should be directed to the following address: [fellows@uicc.org](mailto: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](mailto:pcsupport@altum.com).



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