



# UICC Technical Fellowships

## General conditions and Application guidelines

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### General Conditions

#### UICC's Mission

UICC's 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.

Founded in 1933, UICC 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. For more information, please visit <http://www.uicc.org/capacity-building/grants/fellowships>.

In 2017, the International Cancer Technology Transfer (ICRETT) fellowship programme was renamed the **UICC Technical Fellowships (UICC-TF)**, which now has a greater emphasis on cancer control, and less on basic research.

#### UICC Technical Fellowships: Aim

The aim of the UICC Technical Fellowships is to

- facilitate rapid international transfer of cancer control techniques
- exchange knowledge and enhance skills in all areas of cancer control (including research, clinical and public health interventions)
- ensure the effective application and use of the newly acquired skills in the home organization upon return.

UICC supports health workers and cancer professionals focussing on cancer control, including cancer prevention, early detection, epidemiology, implementation and translational research, cancer treatment (surgery, radio- and chemotherapy), multidisciplinary patient care, rehabilitation, survivorship and palliative care.

Projects should be relevant to the local resource setting and meet 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. 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.

Examples of types of project:

#### Research plan

- Cancer prevention and control (including tobacco control)
- Translational, implementation, applied and clinical cancer research
- Epidemiology, cancer registration, public education and behavioural sciences

## Clinical Training

- Prevention-oriented projects are especially encouraged
- Detection and diagnosis
- Surgery, radio- and chemotherapy, medical oncology
- Clinical trials
- Multidisciplinary cancer care
- Palliative and psychosocial cancer care

For examples of previously funded UICC fellowships, please refer to the UICC website.

## Target candidates

Investigators (especially those performing implementation and translational research), clinicians and public health professionals working in the field of cancer.

## Application Review Criteria

Applications are evaluated by an independent Scientific Review Board according to a peer-review process. Proposals not meeting UICC's funding guidelines set out in this document will not be considered by the panel. 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 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. The Scientific Review Board co-chairs will determine if an application does not qualify as content of the proposal is too basic.

## 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.
- To permit effective communication at the host institute, 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.
- The applicant must be engaged in an area of cancer listed in the table below. For more details in English or French on these areas, please go to the following website: <https://www.icrpartnership.org/CSO.cfm>

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Cancer area of interest*	
<b>1. Biology</b>	Please see footnote*
<b>2. Etiology</b>	Projects included in this category aim to identify the causes or origins of cancer - genetic, environmental, and lifestyle, and the interactions between these factors
<b>3. Prevention</b>	Projects included in this category look at identifying interventions which reduce cancer risk by reducing exposure to cancer risks and increasing protective factors. Interventions may target lifestyle or may involve drugs or vaccines
<b>4. Early Detection, Diagnosis, and Prognosis</b>	Projects included in this category focus on identifying and testing cancer markers and imaging methods that are helpful in detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence
<b>5. Treatment</b>	Projects included in this category focus on identifying and testing treatments administered locally (such as radiotherapy and surgery) and systemically (treatments like chemotherapy which are administered throughout the body) as well as non-traditional (complementary/alternative) treatments (such as supplements, herbs). Research into the prevention of recurrence is also included here
<b>6. Cancer Control, Survivorship, and Outcomes Research</b>	Projects included in this category include a broad range of areas: patient care and pain management; tracking cancer cases in the population; beliefs and attitudes that affect behaviour regarding cancer control; ethics, education and communication approaches for patients and health care professionals; supportive and end-of-life care; and health care delivery in terms of quality and cost effectiveness
<b>7. Scientific Model Systems</b>	Please see footnote*
<b>8. Advocacy and Health Policy</b>	Projects included in this category focus on the study of advocacy and health policies relevant to cancer control.

\*After a review of the cancer areas best aligned with UICC’s mission, the Common Scientific Areas 1.0-1.5 “Biology” and 7.0-7.3 “Scientific Model Systems” are not included in the list of eligible topics for UICC Technical Fellowships in 2017. For more information, please contact [fellows@uicc.org](mailto:fellows@uicc.org)

N.B. 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.

## 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 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 ie the period between the application closing date and receipt of the countersigned Letter of Award by the UICC.

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

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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. The UICC requires an end-of-project report in English within 1 month of the end of the project. The reports of all members of the Association of UICC Fellows (AUF) are available on line in the AUF Directory.

### **Awards**

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 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.

### **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 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. Please use the end of project report template provided by the time of the award for the report and return by email. This will facilitate possible future publication.

### **Evaluation after 1 year report**

Approximately 1 year after completion of the fellowship and the return of the applicant to her/his home institute/hospital and Evaluation after 1 year report form will be emailed. Please use the Evaluation after 1 year report template for the report and return by email. Note that applicants may not apply for another Fellowship until such time that their previous fellowship is completed and the Evaluation after 1 year report has been received by the UICC. Failure to comply with this condition may result in the request for the return of UICC funds. Your home and host supervisors will be notified should this occur.

### **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). Only Association Members are eligible to submit further applications for any UICC fellowship scheme. 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. 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.

## Application Guidelines

The completed application along with all documents must be submitted online in English and are accepted at any time during the year. Electronic signatures are acceptable. For abstracts and reprints, the specific report PubMed url or manuscript in electronic format is to be provided.

Applications will be acknowledged promptly and candidates advised by email if items are missing. Upon request, applications may be considered for the next selection if these were received after the closing dates or were found to be incomplete. New release and invitation letters with new project dates as well as reprints would be required. However, those that have undergone a review and selection process and were not approved for funding cannot be resubmitted. Candidates are encouraged to submit new applications for new work projects.

### 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, 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.

### 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 of the applicant** (template provided online)
- **An Attestation on Headed Paper from Home Supervisor** (template provided online)
- **Hand-Signed Host Attestation** (template provided online)
- **Hand-Signed Letter of Invitation on Headed Paper from 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

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- 9) Application Attachments
- 10) Certification
- 11) Validate
- 12) Signature Page(s)
- 13) Submit

## 1. Fellowship Summary

### a. Title of proposed Project

Enter a concise caption, no longer than 80 characters.

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

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

Funding decision is within about 60 days of receipt at UICC of a complete application, subject to possible review delays.

### c. Funding

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

Once awarded, the funding cannot be increased.

### 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 (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.)

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- **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 Detail 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 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. The description must include sufficient scientific, medical and/or technical detail to allow evaluation of the significance of the problem and the likelihood that the project will have a successful outcome. You are asked to describe:

- **The Purpose** (include specific objectives)
- **The Background** (Summary of the current situation)
- **A detailed work plan** (details of how the specific objectives will be achieved)
- **Expected transferable skills** (please provide details of the specific technologies, skills or new knowledge that will be gained during your visit)
- **Sustainability** (Please detail specific resources, facilities and equipment that will be available at your home institution on return to enable you to transfer the skills and training that you have gained at the host institution. Fellowships are intended to

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develop into a sustainable programme of research. Please provide details of the prospects for future sustainability. For example, facilities available to continue to the work, apply and disseminate newly acquired skills; opportunities for funding; how the project meets strategic research goals of your institution)

- **Facilities available to continue the work, apply and disseminate newly acquired skills**
- **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**
- **Justification of project duration**

## 8. Abstract & Disciplines

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

b. **CSO classification:** The Common Scientific Outline or 'CSO' is a classification system organized into six broad areas of scientific interest in cancer research. The CSO is complemented by a standard cancer type coding scheme. Together, these tools lay a framework to improve coordination among research organisations, making it possible to compare and contrast the research portfolios of public, non-profit, and governmental research agencies. <https://www.icrpartnership.org/CSO.cfm>

The Common Scientific Outline, or CSO, is a classification system organized around the following areas:

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

In its previous format, ICRETT fellowships covered the above CSO areas 1-7, plus the additional topic of Advocacy and policy (8). From 2017, ICRETT fellowships will be renamed UICC Technical Fellowships (UICC-TF) and applications using Biology (1.0-1.5) or Scientific Model Systems (7.0-7.3) are no longer encouraged. For more information, please contact [fellows@uicc.org](mailto:fellows@uicc.org)

## 9. Attachments

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

- The Biosketch (template)
- The Hand-Signed Home Attestation on Headed Paper from Home Supervisor (template)
- Hand-Signed Letter of Invitation on Headed Paper from Host Supervisor
- 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 institute 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.

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## **Authorization**

Funding of a proposal authorizes UICC to use the applicant's name and proposal in soliciting contributions to fund its cancer research and training programs.

### **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](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).