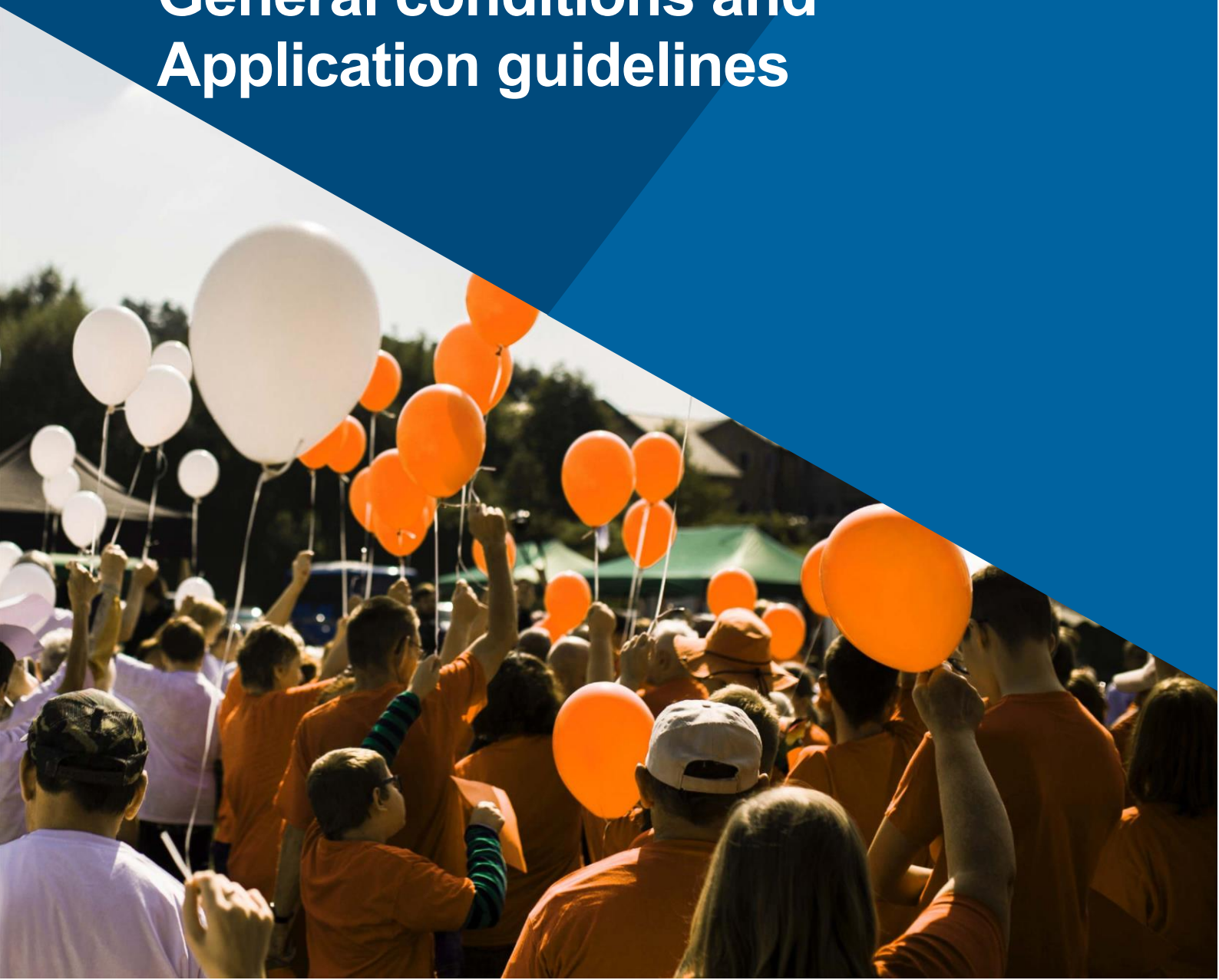




A MEMBERSHIP ORGANISATION  
FIGHTING CANCER TOGETHER

# 2020 Yamagiwa-Yoshida Memorial International Cancer (YY) Study Grants: General conditions and Application guidelines



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UICC wishes to thank its partner, the Japan National Committee for UICC for its continued generous support for the Yamagiwa-Yoshida Memorial International Cancer (YY) Study Grant Programme



## 2. General Conditions

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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 1,100 members in more than 170 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. In the last 50 years, UICC has provided more than 6,000 learning opportunities to cancer institutions, including over 4,000 individual fellowship visits where cancer professionals go abroad on short term visits to learn new skills in cancer control. For more information about UICC fellowships, please visit <http://www.uicc.org/capacity-building/grants/fellowships>.

The [Yamagiwa Yoshida Memorial International Cancer \(YY\) Study Grants](#) programme was launched in 1975 by the [Japan National Committee for UICC](#), who has been a full UICC member since 1948. For over four decades, the YY Study Grants has provided over 500 established cancer professionals the opportunity to initiate or pursue research projects with international collaborators with whom they can exchange knowledge, skills and techniques.

The YY Study grants is one of three programmes that make up the UICC fellowship portfolio in 2020, which includes the [Technical Fellowships](#) and the new [Virtual Fellowships](#) programme that was launched in response to the coronavirus pandemic. The Technical Fellowships and its sub-programme for Francophone Africa, [Bourses pour l'Afrique Francophone](#) are usually open between the end of January and December but they were temporarily closed in April 2020 as a result of the coronavirus pandemic and will reopen on October 2<sup>nd</sup>. The Virtual Fellowship programme was launched in May 2020 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.

### Objectives of the YY Study Grants

The [Yamagiwa-Yoshida International Memorial \(YY\) Study Grant programme](#) is an important part of UICC's Fellowship portfolio and aims specifically at supporting established cancer investigators from any country to:

- initiate, set up or pursue bilateral cancer research projects with collaborating investigators abroad
- exchange complementary research skills and materials
- receive training in advanced experimental cancer research methods and techniques

### Duration of Funding

YY Study Grants are for 3 months' duration

### Call for proposals

There is **one single call for proposals in 2020**.

The call opens on **October 2<sup>nd</sup>** and will close on **December 31<sup>st</sup> 2020** with notification of results to candidates in February 2021. The 2020 YY study grants will therefore take place in 2021.

## Number of YY Study Grants available

6 -8 study grants

## Average value of YY Study Grants

US\$ 10,000 each

## Application Review and Selection Criteria

All applications undergo a preliminary review for eligibility and completeness. Any application that is incomplete or does not comply with the eligibility criteria outlined below will not be considered by the Selection Committee and will be automatically rejected.

Eligible applications will be evaluated by an independent Selection Committee according to a peer-review process, and final decisions will be made by the Programme Chair based on the Committee's evaluations and the budget available.

The following criteria will be considered by the Selection Committee when evaluating the proposals:

1. Significance and quality of the proposed project
2. Scientific background and experience of the candidate.
3. Anticipated impact on research activities in the home country upon return
4. Anticipated impact on career path and professional development of candidate
5. Suitability and quality of host institute.
6. Appropriate duration of the fellowship period

The Selection Committee's evaluations are confidential and cannot be divulged to applicants. The funding decisions are final and cannot be appealed.

## Target candidates

The target candidates of the YY Study grants are established cancer investigators, clinicians, epidemiologists, and/or public health professionals.

## Eligibility criteria

- **Applicants must have been awarded their PhD (or equivalent degree\*) at least 2 years prior to the publication date of the call for proposals**

A list of frequently awarded research doctorate degree titles accepted as representing degrees equivalent in content and level to the Doctor of Philosophy (PhD) degree can be found below. First-professional degrees will not be considered in themselves as PhD-equivalent, even if recipients carry the title "Doctor".

Doctor of Arts (D.A.); Doctor of Business Administration (D.B.A.); Doctor of Church Music (D.C.M.); Doctor of Canon Law (J.C.D./D.C.L.); Doctor of Design (D.Des.); Doctor of Education (Ed.D.); Doctor of Engineering (D.Eng./D.E.Sc./D.E.S.); Doctor of Fine Arts (D.F.A.); Doctor of Hebrew Letters (D.H.L.); Doctor of Industrial Technology (D.I.T.); Doctor of Juridical Science (J.S.D./S.J.D.); Doctor of Music (D.M.); Doctor of Musical/Music Arts (D.M.A.); Doctor of Music Education (D.M.E.); Doctor of Modern Languages (D.M.L.); Doctor of Nursing Science (D.N.Sc.); Doctor of Philosophy (Ph.D.); Doctor of Philosophy (D.Phil); Doctor of Public Administration (D.P.A.); Doctor of Physical Education (D.P.E.); Doctor of Public Health (D.P.H.); Doctor of Sacred Theology (S.T.D.); Doctor of Science (D.Sc./Sc.D.); Doctor of Social Work (D.S.W.); Doctor of Theology (Th.D.)

- Applicants may be of any nationality and may reside in any country in the world at the time of the application.
- Applications must be for a visit of a minimum period of three consecutive months.

- Applicants must have track record of publications in cancer research (basic, clinical or public health research) in peer reviewed scientific journals.
- To permit effective communication at the host institute, applicants and host supervisors must have adequate fluency in a common language.
- Applicants attached to commercial entities or have associations with the tobacco industry are not eligible.
- Only one UICC programme can be applied to or award granted during the same calendar.
- 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 at least one year has passed since the start date of their previous fellowship visit.

## Host supervisors and institutions

It is the responsibility of applicants to identify a suitable host supervisor, to contact them and obtain their agreement to host them for three months. An invitation letter from the host supervisor, a host supervisor attestation form signed by them, and a one-page resumé of the host supervisor's project-related activities must be uploaded as part of the application.

For examples of host institutions, applicants are encouraged to visit the [YY Study Grants](#) 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 organizations](#) for potential hosts, where they can search by country or discipline.

## Research plan

- Basic, translational, implementation, public health, clinical or applied research projects in the field of cancer are encouraged.

Note: This is not a clinical training fellowship, clinical observerships are not eligible applications; please refer to the [Technical Fellowships programme](#) for such projects.

## Fellowship Conditions

As UICC Fellowships are intended to support the development of human resources for cancer in the home institution and country of the Fellow, UICC Fellows, including those awarded a YY Study Grant are expected to return to their home institutes/country at the end of the fellowship period.

Fellowships are not granted for basic training, courses, lectures, meetings, conferences, congresses, etc. 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 Fellowship cannot be prolonged, or run concurrently with other awards, even those funded by other agencies. The fellowship visit can however be extended by a maximum of two 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. Fellowship visits should take place in one single visit (ie one three month visit for YY study grants – not over a series of shorter visits.).

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 one month after the end of the fellowship visit, in addition to the completion of a post one-year online survey.

## YY Study Grant Awards

The YY study grant 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, insurance, 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 3 months.

## End of project reports

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 the report, high-resolution photos of the Fellow at the host institution, preferably with their host supervisor should be included. This report must be approved and the performance during the fellowship evaluated by the host supervisor.

Failure to comply with the completion of an end of project report may result in the request for the return of UICC funds. Both home and host supervisors will be notified should this occur. 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 at least one year has passed since the start date of their previous fellowship visit.

## 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 to UICC, 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 by post. 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.

## 3. Application Guidelines

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The completed application along with all documents must be submitted online in English prior to the published deadline (call closure). Electronic signatures are acceptable.

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

For any questions regarding the application process please contact [fellows@uicc.org](mailto:fellows@uicc.org)

### Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, <https://proposalcentral.altum.com>. Please use the left-hand side of the screen: Application Login
- If you are a new user of proposalCENTRAL, please click the 'Create one now!' button 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, first complete your **Professional Profile** before starting an application.
- To start an application, select the **Grant Opportunities** tab. A list of grant makers will be displayed, please select **UICC**. Select the **YY Study Grant call** that you wish to apply for and click the 'Apply Now' link 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). You can also email UICC directly at [fellows@uicc.org](mailto:fellows@uicc.org)

### Application Submission

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

- **A Bio-sketch of the applicant** (Word template provided online, please download and use it)
- **An Attestation on Headed Paper from Home Supervisor** (Word template provided online, please ask your home supervisor to complete and sign it, then upload a scan)
- **Hand-Signed Host Attestation** (Word template provided online, please ask your host supervisor to complete and sign it, then upload a scan)
- **Hand-Signed Letter of Invitation on Headed Paper from Host Supervisor**
- **One-Page Resume of the Host Supervisor's Project-Related Activities**
- **Host Supervisor's Project-Related Publications**
- **Applicant's Project-Related Publications**



## 4. Overview of the Application Form

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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) Topics
- 9) Attestations, Invitation letter, Publications and Bio-sketch
- 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 (i.e. 3 months). They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa, and passport formalities.

Application deadline:

- **December 31<sup>st</sup>**, with a notification of results in **February 2021**.
- **The earliest an applicant may start their project is 1<sup>st</sup> March 2021**.

#### c. Funding

Travel cost estimates should be obtained from a reputable travel agent or online site eg skyscanner or kayak.com and should cover the least expensive international two-way air fare, or other appropriate form of transport. Living 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.

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

### 2. Download Templates

Three templates are provided:

#### a. The Bio-sketch

Use the template provided for the bio-sketch.

#### 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 is an optional Functionality.***

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 the postal code and postal address entered are correct.

- You can edit your personal details by clicking on the '**Edit Professional Profile**' Button
- Ensure you enter your professional information and contact details and not your personal details.

## 5. Host Location

In this section you should provide details about the host institution you are applying for. You may select the institution in the list and edit its profile or create a new institution if it is not on the list.

To do this, you should go to the institution profile tab and create a profile for the host organization. You do not need the host organisation to be "confirmed" in order to select it.

You are 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. You must first insert and confirm their email address, and then select whether it is the home or host supervisor.

## 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 detail to

allow evaluation of the significance of your proposed research project and the likelihood that it will have a successful outcome. You are asked to describe:

- **The Purpose** (include specific objectives).
- **The Background** (a short summary of the current situation).
- **A detailed work plan** (details of how the specific objectives will be achieved). Please write the equivalent of at least one full A4 page of text in this section.
- **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 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)
- **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** (which should be a minimum of three consecutive months)

## 8. Abstract & Topics

a. **Abstract** - Provide a short abstract for review purposes that is understandable by the general public.

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

The YY Study Grant 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](mailto:fellows@uicc.org)

## 9. Attachments

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

- The Bio-sketch or CV (please use the template provided)
- The Hand-Signed Home Attestation on Headed Paper from Home Supervisor
- Hand-Signed Letter of Invitation on Headed Paper from Host Supervisor
- The Hand-Signed Host Attestation from Host Supervisor
- One-Page Resume of the Host Supervisor's Project-Related Activities
- Host Supervisor's Project-Related Publications
- Applicant's Project-Related Publications

## 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.

## **Authorisation**

Funding of a proposal authorises 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 email communications regarding the UICC Fellowship Programme should be directed to the following address: [fellows@uicc.org](mailto:fellows@uicc.org)

If you need help with with the online 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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