



# SHORT-TERM FELLOWSHIPS

Call for proposals 2022: no deadline

Version 1.0

## AIRC MISSION

AIRC raises funds to support cancer research in Italy. Its mission is to understand, prevent and cure cancer through research and outreach activities. AIRC aims to find solutions to challenges in cancer research, awarding grants to the most deserving projects, as well as supporting training fellowships.

**You can read more about our research strategy [here](#).**

**FONDAZIONE AIRC**

**PER LA RICERCA SUL CANCRO**

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### History of changes to Call for proposals 2022

Version	Publication date	Changes
1.0	25 February 2022	<ul style="list-style-type: none"> <li>• Page 4: references to new templates have been added in the “How to apply” section.</li> <li>• Page 4: the following sentences have been included in the “How to apply” section: <i>Please double-check your documents and make sure they are free from mistakes or inaccuracies. Incomplete applications will be rejected (“trriage”).</i></li> <li>• The following addenda are now included in the Call:               <ul style="list-style-type: none"> <li>- Annex 1: Curriculum vitae (page 6);</li> <li>- Annex 2: Visit program (page 7);</li> <li>- Annex 3: Letter of acceptance (page 8);</li> <li>- Annex 4: Budget justification (page 9);</li> <li>- Annex 5: Privacy statement (page 10-11);</li> <li>- Annex 6: Terms &amp; Conditions (page 12);</li> <li>- Annex 7: Assignment of funds (page 13-14).</li> </ul> </li> </ul>

## Foreword

Fondazione AIRC per la ricerca sul cancro (AIRC) will fund Short-term Fellowships, for periods of **minimum one month and maximum three months**. The fellowships will support the career development of young scientists or physician scientists who wish to learn a new technique or acquire new skills. Fellowships may be used for short term visits to a cancer-focused laboratory or hospital (“Hosting Institution”) located outside of Italy or, when in Italy, in a different region from where the “Institution of origin” (current affiliation) is located.

AIRC Short-term Fellowships are meant to cover the costs due to mobility (such as travel expenses, accommodation and health insurance, when needed, for applicants proposing to spend a period abroad).

The budget allocated to this program will be used to fund approved requests until money is available. There are no application deadlines; applications can be submitted throughout the year, until all available budget has been spent.

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## Budget

AIRC Short-term Fellowships will cover costs up to a maximum of €1500 per month. Funds will be transferred either directly to the fellowship holder or to the Institution of origin.

## Eligibility criteria for applicants

This Call is open to applicants of any nationality. At the time of submission, the following eligibility criteria must be met:

- Applicants must be PhD students, Post-Docs or MDs, 40 years old or younger;
- They must hold a current position or a fellowship and work in the field of cancer research at a laboratory or hospital located in Italy;
- Short-term Fellowships are not compatible with permanent positions;
- Funds can be used for multiple separate trips to visit a single Hosting Institution. The total duration of all visits combined must not exceed three months; all visits must be completed within one year from the notification of the award;
- Successful applicants can be considered for a second AIRC Short-term Fellowship only after a period of at least two years from the date of the first award;
- Candidates whose application has not been approved cannot submit a new application for at least six months after the rejection date;
- The following applications will not be considered:

- Applications to return to laboratories or clinics where the candidate had previous research experiences;
- Applications to visit laboratories or hospitals that can be reached by daily commuting;
- Applications from AIRC individual grant holders.

## How to apply

The application written by the applicant must include:

- A brief **Curriculum Vitae** (Annex 1, maximum 1 page), including current and previous affiliations, selected publications (maximum 5) and awards;
- A **Visit program** (Annex 2, maximum 1 page) explaining the activity that will be undertaken by the applicant at the Hosting Institution and the proposed starting date. The Visit program must have a clear relevance to cancer. It will describe how the AIRC Short-term Fellowship will broaden the scientific knowledge of the applicant and how the Institution of origin will benefit from the applicant's experience. In case of multiple separate visits at a single Hosting Institution, please add a strong justification supporting your Visit program;
- A **Letter of presentation** on letterhead paper by the head of the Laboratory or Clinic of origin, including contact details (maximum 1 page);
- A **Letter of acceptance** on letterhead paper by the head of the Hosting lab or Clinic, including contact details (Annex 3, maximum 1 page);
- A **budget justification** (Annex 4, maximum 1 page). Include here all the costs you will incur due to mobility (travel expenses, accommodation, health insurance where applicable). Expenses exceeding €1500 per month will not be reimbursed. Please declare in this form if any other financial support has been or is expected to be granted, to cover the expenses of the Visit program. Be aware that AIRC money cannot be used to cover for expenses already covered by other sources of funding;
- A copy of the **Privacy statement** (Annex 5) signed by the applicant.

The documents must be collated in a single pdf file and sent via e-mail to [airc.direzione-scientifica@airc.it](mailto:airc.direzione-scientifica@airc.it). In the subject field of the e-mail, please write: Application for an AIRC Short-term Fellowship.

Please double-check your documents and make sure they are free from mistakes or inaccuracies. **Incomplete applications will be rejected ("triage").**

Applications will be accepted throughout the year and must be **submitted at least 3 months before the proposed starting date.**

## Evaluation

Each application will be evaluated by an Evaluation Committee chaired by the AIRC Scientific Director. It will comprise members of the AIRC Technical Scientific Committee (CTS) chosen by the Scientific Director on the

basis of the necessary expertise and without [conflicts of interest](#) with the applicants and their supervisors.

Applications will be evaluated based on the impact of the proposed Visit program on the career development of the applicants and on the scientific value of the expertise acquired during their staying. Applications to/from laboratories funded by AIRC will be considered positively in the evaluation phase.

At the end of the evaluation process, candidates will be notified of the results of their application with a communication from AIRC. **The funding decision cannot be appealed.**

Successful applicants will be asked to formally accept the AIRC Short-term Fellowship and to sign a copy of the Terms & Conditions form (Annex 6). **Please, make sure you have read and understood the content of this form before submitting your application.**

The fellowship must be started within 3 months of its assignment.

## Upon completion of the visit

Within a month from their return, Short-term Fellowship holders must:

- Fill in the **Assignment of funds** form (Annex 7) and collate it with a copy of their expenditure receipts in a single pdf file. Please name it Expenditures – Name of the fellow;
- Provide **feedback** about their experience (maximum 1 page). The report must describe the activities undertaken during the visit and the impact on the project and career development of the fellow. It may include figures, diagrams and tables. If applicable, include here a plan about how to share the newly acquired expertise with other members of the team of origin.

Please send these documents via e-mail to [airc.direzione-scientifica@airc.it](mailto:airc.direzione-scientifica@airc.it) cc'ing your supervisors at the Institution of origin and at the Hosting Institution; in the subject field, please write: Completion - AIRC Short-term Fellowship - Name of the fellow.

AIRC will refund the mobility expenses either directly to the fellowship holder or to the Institution of origin, as indicated in the form.

## Annex 1. AIRC Short-term Fellowships – Curriculum vitae

Applicant: \_\_\_\_\_

Date of birth: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Education:

Master's Degree in \_\_\_\_\_ University \_\_\_\_\_ Date \_\_\_\_\_

PhD/Specialty in \_\_\_\_\_ University \_\_\_\_\_ Date \_\_\_\_\_

Current position: From \_\_\_\_\_ to date. Title \_\_\_\_\_

Institution \_\_\_\_\_ Supervisor \_\_\_\_\_

Previous positions (no max):

1. From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Supervisor \_\_\_\_\_

2. From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Supervisor \_\_\_\_\_

3. From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Supervisor \_\_\_\_\_

4. From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Supervisor \_\_\_\_\_

5. From \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Supervisor \_\_\_\_\_

Publications (max 5):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Awards (if any):

\_\_\_\_\_  
\_\_\_\_\_

Place and Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annex 2. AIRC Short-term Fellowships – Visit program

Applicant: \_\_\_\_\_

Hosting Institution: \_\_\_\_\_

Supervisor in the Hosting Institution: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Project title: \_\_\_\_\_

### Visit program

The Visit program must have a clear relevance to cancer. Explain here the activity that will be undertaken at the Hosting Institution. Describe how the AIRC Short-term Fellowship will broaden the scientific knowledge of the applicant and how the Institution of origin will benefit from your experience. In case of multiple separate visits at a single Hosting Institution, please add a strong justification supporting your Visit program.

TEMPLATE

## Annex 3. AIRC Short-term Fellowships – Letter of acceptance

Applicant: \_\_\_\_\_

Hosting Institution: \_\_\_\_\_

Supervisor in the Hosting Institution: \_\_\_\_\_

Supervisor's contact details:

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Training and mentoring activities at the Hosting institution

Please describe the training and mentoring activities that the supervisor will organize specifically for the fellow to help him/her achieving the goals of his/her Visit plan. Please indicate here also what kind of facilities, infrastructures, activities and international research environment will be offered to the fellow by the Hosting Institution.

By signing this form, the supervisor at the Hosting institution declares that he/she is aware of the following terms and conditions:

- I. AIRC may contact the head of the Hosting lab/Unit regarding the application.
- II. The Hosting Institution must have, throughout the duration of the fellowship appointment, adequate and appropriate means (including infrastructure, equipment and products) to support the activities of the Short-term fellowship holder. In addition, it must ensure proper training of the fellow under the supervision of the head of the Hosting lab/unit indicated in the fellowship application.

Place and Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annex 4. AIRC Short-term Fellowships – Budget justification

The following table is provided as a template of the Budget justification form. Please indicate the total budget for the entire duration of the fellowship. Expenses exceeding €1500 per month will not be reimbursed.

	Local currency	Euros
Trip to/from Hosting Institution (economy fare)		
Accommodation		
Living expenses		
Daily transport		
Health insurance (if applicable)		
Other costs (please add a description)		
Total		

Please describe below any other financial support that has been or is expected to be granted to cover the expenses of the Visit program.

1. \_\_\_\_\_ Amount \_\_\_\_\_  
will cover the following expenses \_\_\_\_\_
2. \_\_\_\_\_ Amount \_\_\_\_\_  
will cover the following expenses \_\_\_\_\_
3. \_\_\_\_\_ Amount \_\_\_\_\_  
will cover the following expenses \_\_\_\_\_

### Tips and suggestions

Take your time to carefully plan and thoughtfully justify your estimated expenses. This is an important part of your application. AIRC will not be able to top up applications in case of actual costs exceeding the amount approved by the Evaluation Committee.

- Trip to/from Hosting Institution: search for the fares online and strike a likely average; remember to add here costs for transport to/from airports/train stations.
- Take advantage of websites (e.g. <https://www.expatistan.com/cost-of-living>) to have an idea of the cost of living in the city where the Hosting Institution is located. It will help you estimate housing expenses, food costs and transportation.
- To convert estimated expenses from local currency to Euros, you can use an online currency converter such as <https://www1.oanda.com/currency/converter/>. Please note that this is just an estimate. AIRC will refund expenses based on the exchange rate on the day of the transaction.
- Plan for a reasonable lifestyle during your stay.

## Annex 5. AIRC Short-term Fellowships – Privacy statement

**Data controller:** Fondazione AIRC per la ricerca sul cancro, Viale Isonzo 25 – 20135 Milan – Tel. 0277971

**Categories of personal data processed:** Within the application process, we collect and store the following categories of personal data:

- Data provided to us in your Short-term Fellowship application (CV, visit program, budget justification) including, for example, first and last name, nationality, e-mail, phone number, work experience, qualifications and language skills;
- Data provided to us by the head of the Laboratory or Clinic of origin;
- Data provided to us by the head of the Hosting lab or Clinic.

In case of assignment of funds, we will collect and store payment details and data related to your expenses.

**Purpose and legal basis of the processing:** personal data may be used for the following purposes:

- to evaluate your Short-term Fellowship application and to inform you about the status of your application;
- in case of assignment of funds, to check the expenses recorded in Annex 5 and to provide refunds.

The legal basis of data processing is the need to perform the contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.

**Processing methods and data retention time:** Personal data are processed by automated tools and are handled by AIRC employees authorized to process personal data, Data Processors specifically appointed by Data Controller or by others in charge of occasional maintenance system operations.

We will disclose information related to your Short-term Fellowship with members of the AIRC Technical Scientific Committee (CTS) that will evaluate your application. Members of the CTS must abide to the [AIRC conflict of interest, confidentiality and non-disclosure policy](#). We will not share your information with any third party, unless we have your permission, where this is necessary in connection with the purposes listed above or with legal claims or when we have a legal obligation to do so.

Data are kept for the time strictly needed for the purposes listed above and they will be deleted at the end of such period, unless data must be kept for legal obligations or to enforce a right in court.

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access and disclosure.

**Rights of data subject:** Within the limits and under the conditions established by law, you can request information about your personal data, ask to correct, update or delete any inaccuracy or to erase your personal data. Under certain conditions, you have the right to restrict the processing of your personal data and to receive your personal data previously provided to us in a structured, commonly used and machine-readable format.



To exercise your rights listed above, you can send your request by e-mail to [privacy@airc.it](mailto:privacy@airc.it) (contact address of the Data Protection Officer), call the number 0277971 or send a letter to “Fondazione AIRC, Viale Isonzo 25 – 20135 Milan”.

Furthermore, you have the right to lodge a complaint with a supervisory authority concerning the processing of your personal data.

**I CONFIRM THAT I HAVE READ THE PRIVACY STATEMENT AND I UNDERTAKE TO INFORM OTHER DATA SUBJECTS, WHOSE DATA I HAVE PROVIDED**

Place and Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annex 6. AIRC Short-term Fellowships – Terms & Conditions

The following template is provided as a facsimile of the Terms & Conditions agreement that the applicant will have to sign in case a fellowship is awarded.

- I. An AIRC Short-term Fellowship is not transferable to another person.
- II. AIRC will not transfer the amount of the Short-term Fellowship if the visit is cancelled.
- III. In case of a shorter visit than the one described in the application, AIRC reserves the right to reduce the Short-term Fellowship amount accordingly.
- IV. AIRC will refund mobility expenses up to the amount approved by the Evaluation Committee, upon presentation of receipts.
- V. Successful applicant can use the support of the Short-term Fellowship only for the visit described in the application. AIRC must be informed of any variation. Any substantial change must be authorized by AIRC.
- VI. AIRC may contact the supervisors of the Institution of origin and of the Hosting lab/Unit regarding the application.
- VII. Each publication, press release or other document or media communication citing results from the Short-term visit carried out during the Short-term fellowship appointment must include an acknowledgement to AIRC.
- VIII. Information related to the fellowship appointment (fellow's first and last name, Hosting Institution, Visit program, amount granted) may be published on AIRC journal and websites, the website of any partner funder also contributing to the program. Fellow's contact data can be disclosed to third parties appointed by AIRC for engagement in AIRC institutional initiatives, in compliance with EU Regulation 2016/679.
- IX. The Short-term fellowship award is regulated by these terms and conditions. Also, additional directives may be contained within the notification letter.

Place and Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annex 7. AIRC Short-term Fellowships - Assignment of funds

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Hosting Institution: \_\_\_\_\_

Supervisor in the Hosting Institution: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

List of documents and receipts submitted:

Description	Local currency	Euros
Total		

Notes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Confirmation of the recipient of the refunds to:  Short-term fellowship holder  
 Institution of origin

Refunds will not exceed the amount indicated in the notification letter.

Short-term fellowship holder

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor in the Hosting institution

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please collate this form and a copy of the expenditure receipts in a single pdf file named Expenditures – Name of the Fellow. If needed, please add further information regarding your expenses and additional financial support, if any, in the “Notes” section.

By signing this form, the supervisor in the Hosting institution declares that Short-term fellowship appointment has been completed in the period indicated above.

Within a month from the completion of the visit, sent it together with your Feedback by e-mail to [airc.direzione-scientifica@airc.it](mailto:airc.direzione-scientifica@airc.it) cc'ing your supervisors at the Institution of origin and at the Hosting Institution. In the subject field of the e-mail, please write: Completion – AIRC Short-term Fellowship – Name of the fellow.

Refunds will be provided in Euro by wire transfer. The amount(s) listed above, if in a foreign currency, will be converted in Euro using the exchange rate on the day of the transaction.

Specific instructions on how to provide the bank data necessary to execute the wire transfer will be provided by e-mail once the request has been approved.

FACSIMILE