

**Rules and Regulations
for the
European Association of Echocardiography (EAE)
(a registered branch of the ESC)
Research Grant Programme 2012**

Purpose of the Grant Programme

To provide an opportunity for specialised research in the field of cardiovascular ultrasound in order to help young candidates to obtain research experience in a high standard academic centre (or similar institution oriented to clinical or pre-clinical research) in an **ESC Member country** other than their own and different from the country in which they followed their initial medicine training, for medical graduates at any stage in their career but before obtaining a “permanent”, “senior staff” or “consultant” post, or for science graduates with research experience up to Junior Investigator, Lecturer, Assistant Professorship or equivalent level, whose work has been or is related to ultrasound research with potential clinical applications. This programme can be considered as a valorisation of the geographical mobility as well as cultural exchanges and professional practice in the field of cardiology.

Eligibility

- Applicants eligible for the Grant are those who:
 - ✓ are citizen or resident for tax purposes of a country which is a regular **ESC Member Country** (see Appendix I for full details)
 - ✓ are medical graduates at any stage in their career but before obtaining a “permanent”, “senior staff” or “consultant” post, or for science graduates with research experience up to Junior Investigator, Lecturer, Assistant Professorship or equivalent level, whose work has been or is related to ultrasound research with potential clinical applications.
 - ✓ are under 38 years of age at the day of application deadline
 - ✓ are member of the European Association of Echocardiography (EAE)
 - Have an agreement with an host institution
 - Outside their own country
 - Other than the country in which they followed their initial medicine training
 - Which not only offers good research opportunities but is also the most appropriate for the particular research subject.

IMPORTANT: final validation of the application will be subject to visa acceptance (when needed)

NOTE:

- Applicants who are in doubt about their eligibility are advised to contact the EAE prior to submitting an application.
- Applicants are advised to read the explanatory notes carefully before submitting an application.

Selection criteria

The decision of the committee is indisputable and final.

Criteria for selection include scientific quality of the project; qualifications and commitment of the candidate; support of the environment to foster the proposed project and applicant's success.

How to apply?

- ✓ Download the application forms from the EAE website www.escardio.org/EAE section "Education"
- ✓ Submit your completed application forms by 30 September 2011 to the attention of :

EAE Secretariat
ESC Specialty Centre
The European Society of Cardiology
2035 Route des Colles
Les Templiers, B.P. 179
06903 Sophia Antipolis
France

IMPORTANT:

- Applicants are responsible for ensuring that all the parts (including those, signed by the host institution) are returned to the EAE by the normal closing date for applications
- Applications must be supported in each case by:
 - (I) the Head or Supervisor of the department or establishment in which the candidate is at present working. The applicant should show the Head of department the whole application form with Part A completed, together with these regulations, and ensure that the latter is aware of the closing date; Part B of the form should then be completed and returned to the EAE by the Head of department.
 - (II) the Head or supervisor of the proposed host department who should complete Part C of the form and return it directly to the EAE.
 - (III) an appropriate administrative authority (e.g. finance officer, registrar, bursar, secretary) of the proposed host institution who should complete Part D of the form in time for it to be submitted to the EAE by the applicant with Part A of the form.

Tenure / Period of support

- The Grant covers a period of 12 months. The research period must start after completion of the whole application process (after receiving formal confirmation from the EAE). If necessary, the length of the research period may be extended, in which case the host institution will bear the costs.
- The Grant programme must start before the end of the calendar year 2012.

Level of support

The Grant recipient will receive a sum of 25 000 € per annum to cover his/her living expenses. An agreement will be signed between the Host Institution and the Grant recipient. The **convention/ agreement** should specify the status of the Grant recipient during the period spent in the host institution.

If for any reason the Grant recipient has to stop his/her training period, the refund of the Grant may be required pro rata.

Notes on applying for EAE Research Grants

1. Applications received after the closing date will not be accepted **unless postmarked before 30 September 2011**. As the signatures on each of the parts of the application are key parts of the application, **applications will not be accepted via fax or e-mail**.

2. Candidates are requested to carefully read and make sure they understand the Rules for EAE Research Grant Programme. Submission of an application will be taken to imply acceptance of all the conditions. Any application which is not in accordance with these rules will not be considered.

3. Applications will be submitted to the EAE Reviewing Committee for consideration as received by the office; applicants are therefore urged not to submit incomplete forms and to arrange for the forms **to be completed in clear typescript** to ensure good quality reproduction. Incomplete or illegible forms will be rejected.

4. Applications must conform to the pre-defined layout and provide the necessary information within the space(s) provided in the form; only in exceptional cases additional sheets may be accepted (e.g. list of publications), so make a careful selection of your documentation.

5. Part A and the candidate's name box on Parts B and C should be completed by the applicant. Candidates are asked to note that it remains their responsibility to pass on Parts B and C of the application form to the responsible persons. The candidate himself has to ensure that these parts are addressed to the EAE as indicated in Paragraph 1. Failure to return the parts before the closing date will be considered as incomplete application and as such the entire application will be rejected.

6. Part A question 5. Candidates are advised to seek out a centre in another ESC Member country. This centre should not only offer good research opportunities but is also the most appropriate for the particular research they wish to undertake. Applications within the same country (candidate and host institution) or in the country where the candidate has performed his/her initial medical training will be rejected. Commitment at the proposed host centre indicated in Parts C and D is essential and the research proposal for the period covered by the Grant has to be carefully prepared in collaboration with the proposed supervisor whose name is given in part C. **EAE Research Grants are not meant to provide extension for a stay in a foreign country for those scientists who are already doing research there supported by another Grant.**

7. Part A questions 9 and 10. Please indicate the term of your current appointment.

8. Part A question 12. It is essential to include all pertinent publications.

9. Grant recipients whose projects require the use of radioactive substances in man should enclose evidence that the necessary approval has been sought/obtained (see paragraph 4.2 of the regulations).

10. Applicants are required to clarify with the Head or supervisor of the proposed host centre the language requirements needed for training and should provide evidence that they are fluent enough in the language(s) needed.

11. Part A question 21. Scientifically-qualified candidates who have not yet obtained their doctorate must have submitted a thesis before taking up a Grant.

12. Part A question 24. If an applicant has ever had any serious illness which will hinder his or her future research career, he or she is asked to liaise with the host institution which is responsible for the candidate and inform the EAE. Refer to section "Level of support" regarding financial provision.

13. Re-application

A candidate having submitted an application and not selected is not entitled to re-apply the following years. Under no circumstances will a candidate having been awarded a Grant by the ESC or one of its Associations or be considered for a second Grant in the future.

Conditions and regulations

PART 1. Scope of the programme

PART 2. Standard regulations

PART 3. Special regulations

APPENDIX 1. Residence eligibility regulations

SCOPE OF THE PROGRAMME

1.1 Legal and financial provisions

- **The Research Grant is made under the legal and scientific responsibility of the host institution.**
- The Research Grant provides financial support of 25 000 Euros per annum to the Grant recipient in connection with the agreement to be arranged between the candidate and the selected centre (host institution)
- Grant recipients are urged to discuss the cost of their proposed programme of work with the host department so as to ensure that the department is in a position:
 - ✓ To set up a contract (employment, training...) with the recipient **and**
 - ✓ To meet any expenditure exceeding this amount.The head of the department will be expected to confirm this on Part C/D of the application form.

1.2 Selection of the research centre

- Research periods may be held in a suitable university hospital or similar institution within a country, which is a regular ESC member Country Applications for Research Grants are made on the understanding that the host institution, the supervisor and the Grant recipient agree to accept the regulations relating to the programme.
- Obtaining signed approval of the host institution representatives is the key task for the candidate before he/she submits the application to the EAE. The EAE intends the programme to be operated flexibly and to waive any rule, subject to the need to ensure that the funds are properly expended.
- The EAE is unable to provide assistance with transfer or household removal expenses incurred by Grant recipients on taking up a Grant.
- Persons benefiting from the recognition of professional qualifications shall have knowledge of languages necessary for practising the profession in the host Member State (Directive 2005/36/EC of The European Parliament and of The Council of 7 September 2005 on the recognition of professional qualifications). The official language of the programme is English and all official documents must be submitted in **English**.

1.3 Subject of research period

- Proposals must obviously result from discussion between applicant and supervisor but the applicant should submit personally composed proposals for research.
- The application form has been designed to make it clear that the head of the proposed department is willing to receive the candidate and provide the necessary facilities.

STANDARD REGULATIONS

2.1 Status of Grant recipients

A Grant under these regulations will normally be administered through the medium of a convention/agreement for the period of the Grant, entered into between the Grant recipient and the host institution.

2.2 Insurance and tax

- The applicant is responsible for the set-up of his own personal and professional insurance and for compliance with taxation rules according to the local fiscal regulations.
- The receiving institution is responsible for the set up of the legal framework of the trainee in accordance of the local regulations
- The receiving institution is responsible for ensuring that the candidate complies with the immigration requirements and if necessary the local work legislation.
- The host institution will be requested to provide a statement to the EAE confirming the compliance of the candidate with the above regulations as well as a certificate of presence of the candidate in the centre

2.3 Conditions

2.3.1 Restrictions

- It will be a condition of any Grant that Grant recipients do not engage in private practice for personal gain.
- The Research Grant is intended to be awarded for full time training.

2.3.2 Sick leave

Grant recipients will be subject to the normal conditions of service of the host institution so far as sick leave is concerned, but the EAE should be notified if a Grant recipient is likely to be away through illness **for more than a month**.

2.3.3 Honorary clinical contracts

- Medically qualified Grant recipients who undertake, as part of their Research Grant programme, work concerned with the care of patients are reminded that they should be in possession of an honorary clinical contract from the appropriate health authority.
- Responsibility for seeking such a contract will lie with the head of the department in which the Grant recipient is working, following the usual practice of the local Medical School

2.3.4 Local regulations

- Grant recipients will be subject to the terms of employment of their host institution.

2.4 Change of project or supervisor

Any changes in a Grant recipient's training programme or supervisor from those originally approved the EAE will require the EAE's prior consent.

2.5 Final report

- Grant winners are required to submit a final report (in English) at the end of the research period on the work undertaken and to inform the EAE of their proposed appointment upon conclusion of the research period. Grant winners are encouraged to take this opportunity to put forward any comments they may have on the Research Programme. The report must be sent to the EAE (same address as for the application) within one month of completing the research period signed by both, the Grant winner and the training centre.
- Research Grant recipients are encouraged to submit an abstract for the Association's annual Congress: EUROECHO & other Imaging Modalities following the end of the research period.

2.6 Publications

The results of a Grant recipient's project may be published in the usual way at the discretion of the supervisor or head of department but this is highly recommended that the final results are submitted for publication to the EAE Journal. The EAE expects that the Grant will be acknowledged in any publication dealing with the work carried out during the tenure of a Research Grant. **One off-print of each publication should be sent to the EAE.**

2.7 Intellectual property

All copyright in any publications, presentations or educational materials which embody the data and the results of the research shall be jointly owned by the EAE, the host institution and the Grant recipient.

SPECIAL REGULATIONS

Human subjects

3.1 Local Ethical Committee approval is required for research that includes clinical trials and/or involves human subjects (whether patients or normal), and appropriate evidence of such approval must be incorporated in the application. The EAE expects all such work to be undertaken in accordance with the highest standards.

3.2 Regulations concerning the control of experiments will be those existing in the local institution. This applies to medical records, radioactivity, use of human materials, genetic manipulations, animal experiments and licenses for appropriate procedures.

Appendix 1. RESIDENCE ELIGIBILITY FOR RESEARCH GRANTS

1. These rules apply to a Grant provided by the EAE.
2. Subject to the following provisions of these rules a candidate must at the date of application for a Grant:
 - (a) be resident for tax purposes in an ESC Member Country.
 - (b) have been resident for tax purposes in such a country for a period of 3 years immediately preceding the date of application.
3. Any candidate who is the child of a national of an ESC Member Country country will be eligible for a Grant if at the date of application:
 - (a) he is resident for tax purposes in an ESC Member Country or
 - (b) his parent, being such a national has been resident for tax purposes in an ESC Member Country for 1 year during the period of 3 years immediately preceding the date of application
4. For the purpose of these rules:
 - (a) A candidate who has been resident in an ESC Member Country fully or mainly for the purposes of receiving full-time education (even if not resident for tax purposes) will be considered as eligible.
 - (b) A period of residence for tax purposes will not be treated as being interrupted by an absence which is caused:
 - (I) by the temporary employment abroad of the candidate, his spouse or his parents, or
 - (II) the temporary full-time education abroad of the candidate or his spouse.

Note – List of ESC Member Countries

<http://www.escardio.org/MEMBERSHIP/NATIONAL-SOCIETIES/Pages/welcome.aspx>