



## **RULES FOR**

**Heart Failure Association of the ESC**

**RESEARCH FELLOWSHIP**

The Heart Failure Association of the European Society of Cardiology (HFA) invites applications for Research Fellowships (Basic or Clinical) to be taken up in 2012.

### **Purpose of the Research Fellowship Programme**

To provide an opportunity for research training in the field of heart failure in a country in Europe other than their own. For clinical applicants, a major part of specialist cardiology training will have been completed but they should not yet have obtained a permanent or "consultant" post. For basic scientist applicants, initial research training (PhD or equivalent) should have been completed.

The goals of the scheme are to provide early career clinicians or scientists with high quality research experience that will enhance their future career as well as provide clear added value to their home institution or country upon their return. With these goals in mind, particular attention will be given to the applicant's prior training and experience, the quality of the research proposal, the appropriateness of the chosen Centre and supervisor for the planned research training, and what added value would be derived both for the Fellow and the home institution.

### **Eligibility**

Any early career European resident or citizen, including those from countries considered as "Associates of the EU" (see list from the European Commission).

Please note that applications will not be considered from individuals who are already based at the institution where it is proposed to hold the Fellowship.

Fellows may not hold a similar award from another body at the same time as the HFA Fellowship nor have previously been awarded an HFA Fellowship.

### **Tenure**

2 years maximum

### **Level of support**

Fellows will receive a sum of Euros 30,000 /year to cover subsistence.

### **Scope of research programme**

Any basic or clinical research proposal that is clearly related to heart failure and where provisional acceptance by the training institution has been confirmed in writing.

Application forms may be obtained from the HFA. The closing date for applications is:

**14 April 2011**

**Heart Failure Association of the ESC - The European Heart House**  
2035 Route des Colles, Les Templiers, B.P. 179, 06903 Sophia Antipolis, France  
Tel: +33-4 92 94 76 42 - Fax: +33-4 92 94 76 08  
Email: [hfa@escardio.org](mailto:hfa@escardio.org)

**NOTES ON APPLYING FOR RESEARCH FELLOWSHIPS**

1. All parts of the application should be returned by the closing date to:

**European Society of Cardiology, c/o The European Heart House  
Heart Failure Association of the ESC  
2035 Route des Colles,  
Les Templiers, B.P. 179  
06903 Sophia Antipolis,  
France**

The closing date for applications is April 14, 2011. Late or incomplete applications will not be considered.

2. Candidates should read the regulations for HFA Research Fellowships. Submission of an application will be taken to imply acceptance of these conditions.
3. Applications will be submitted 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.
4. Applications must conform to the accepted lay-out and provide the necessary information within the space(s) provided in the form; only in exceptional cases can additional sheets 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 should be completed by the applicant. Candidates are asked to note that responsibility rests with them to pass on Parts B-E of the application form and to ensure that these are returned to the HFA as indicated under 1. Failure to return the parts by this date will hinder the processing of the application in question and may prejudice its final assessment.
6. Re Section 8. Please give termination date of present appointment if this is not a permanent post.
7. Re Section 10. It is essential to include all pertinent publications.
8. Re Section 11. Candidates are advised to seek out a centre in another country in Europe which offers good research opportunities in the field of heart failure. Commitment of the proposed host centre indicated in Parts D and E is essential and a proposal concerning the research to be accomplished during the Fellowship should be developed in collaboration with the proposed supervisor whose name is given in Part D.
9. 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.
10. Re Section 16. All applicants are asked to complete this section of the form. The referee should be an external examiner for a higher degree or another person outside the departments listed in section 3 and 15.
11. Re Section 19. Scientifically-qualified candidates who have not yet obtained their doctorate must have submitted a thesis before taking up an award.
12. Re Section 23. If an applicant has ever had any serious illness which will hinder his or her future career, he or she is asked to inform the HFA of the ESC. This information may be sent separately addressed to the President of the HFA of the ESC.

## HFA RESEARCH FELLOWSHIPS

---

### CONDITIONS AND REGULATIONS

- |            |  |
|------------|--|
| Part 1     | Purpose and scope of the HFA Research Fellowship Programme |
| Part 2     | Method of application                                      |
| Part 3     | Standard regulations                                       |
| Appendix I | Residence eligibility for HFA Research Fellowships         |

## PART 1

### PURPOSE AND SCOPE OF THE RESEARCH FELLOWSHIP PROGRAMME

#### **Purpose of programme**

- 1.1. The HFA Research Fellowship programme enables MD and/or PhD graduates, to gain specialized clinical or basic research experience in the field of heart failure in a European institution outside their own home country. The programme is designed to promote the development of academic activities in the field of heart failure in areas that are not already well developed in the home institution or country of the applicant. Therefore, it is particularly important to demonstrate what added value would be derived through the Fellowship as compared to undertaking similar training in the home institution or country. Applicants are advised to ensure that the research proposal demonstrates novelty and clear evidence of the research training component.
- 1.2. Applicants are advised to seek host Centres that not only offer good research opportunities but are also the most appropriate for the particular field of study in heart failure. The application and research proposal should be prepared in collaboration with the proposed host centre and supervisor who should provide written confirmation of willingness to host the Fellow, as well as availability of funds to support the work.
- 1.3. The HFA Fellow is expected to submit an abstract(s) on work undertaken during the award to the Annual HFA Heart Failure Congress during the course of the Fellowship.
- 1.4. A report of work achieved and training received (max 2 pages) must be provided to the HFA within 2 months of the end of the Fellowship, and for 2 year Fellowships also at the end of the first year.

#### **Period of support**

- 1.5. A maximum period of two years.

#### **Financial provision**

- 1.6. The Research Fellowship provides financial support for the fellow's subsistence of Euros 30,000/year, by means of a Fellowship Grant to the selected Centre in accordance with regulations of the host institution. The host institution should confirm in writing its agreement with this process. The Fellowship does not cover any direct research costs or bench fees and the host institution must provide written confirmation of the availability of funds to support the programme of research in Part D of the application form.

## PART 2

### METHOD OF APPLICATION

#### **Eligibility**

- 2.1 Applicants must meet the residence requirements set out in Appendix 1 (revised).
- 2.2 Applicants who are in doubt about their eligibility on residence grounds are advised to contact the HFA prior to submitting an application.
- 2.3 The qualifications required are as follows:  
MD/PhD graduates: should have completed major part of their training and are below consultant grade or equivalent. Applicants should be below 35 years of age.

#### **Submitting a formal application**

- 2.4 Application forms are available from the HFA. The closing date for applications for the Research Fellowship competition is April 14, 2011. Applications are evaluated in April-May.
- 2.5 Applicants are advised to read the following notes carefully before submitting an application.

#### **Location**

- 2.6 Fellowships may be held in a suitable European university department or similar institution. Applicants are expected to make their own arrangements for acceptance in the host institution.
- 2.7 The HFA is unable to provide assistance with transfer or household removal expenses incurred by fellows on taking up an award.

#### **Subject of Research**

- 2.8 Proposals must obviously result from discussion between applicant and supervisor but the applicant should submit personally composed proposals for basic or clinical research in the field of heart failure. 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.

#### **Conditions for application**

- 2.9 Applications for the Research Fellowship are made on the understanding that the host institution, the supervisor and the research fellow agree to accept the regulations relating to the programme. The HFA intends the programme to be operated with flexibility and reserves the right to deal as it sees fit with any application of unusual nature. Furthermore, the HFA reserves the right to waive any rule, subject to the need to ensure that research funds are properly expended.
- 2.10 Applications must be supported in each case by:
  - (l) 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 detached for completion and return to the HFA by the head of department at the time and address indicated on the 1st page.

(II) an independent referee of the applicant's choice who is familiar with his/her work but not attached to the current or proposed host department; the referee should complete Part C of the form and return it directly to the HFA.

(III) the head or supervisor of the proposed host department who should complete Part D of the form and return it directly to the HFA.

(IV) an appropriate administrative authority (e.g. finance officer, registrar, bursar, secretary) of the proposed host institution who should complete Part E of the form in time for it to be submitted to the HFA by the applicant with Part A of the form.

- 2.11 Applicants are responsible for ensuring that all the parts are returned to the HFA by the normal closing date for applications.
- 2.12 Applications are required to clarify with the head or supervisor of the proposed host centre the language requirements needed for training and they have to provide evidence that they are fluent enough in the language(s) needed.

### PART 3

#### STANDARD REGULATIONS

##### **Status of Research fellows**

- 3.1 An award under these regulations will normally be administered through the medium of a Fellowship Grant for the period of the award

##### **Grants**

- 3.2 Additional grants may be received but must take into account the amount offered by the HFA (Euros 30,000/year).

##### **Insurance and tax**

- 3.3 The applicant is responsible for the set up of his own personal and professional insurance and for the compliance with taxation rules according to the local fiscal regulations.

##### **Other awards and employments**

- 3.4 Fellowships are awarded for full-time research and HFA approval must be sought before any other work is carried out within normal working hours. As it will generally be necessary to make a reduction of salary corresponding to any additional income so derived, fellows MUST notify the HFA of any earnings from such work and of any honoraria or awards received. This does not apply however to remuneration received from up to 6 hours a week spent with the supervisor's approval on teaching, clinical sessions or demonstrating, the payment for which may be retained in full if this is in accordance with the host institution's conditions.
- 3.5 It will be a condition of any award that clinical fellows do not engage in private practice for personal gain.
- 3.6 In case fellows are asked by their host institutions to undertake medical duties outside normal working hours their supervisors should consult the HFA in advance about the arrangements and any additional payment which may be involved.

##### **Holidays**

- 3.7 Research fellows may take holidays in accordance with the conditions of service of the host institution up to a maximum of six weeks during a complete year. The date and duration of any holiday proposed beyond this period should be reported to the HFA.

##### **Sick leave**

- 3.8 Research fellows will be subject to the normal conditions of service of the host institution so far as sick leave is concerned, but the HFA should be notified if a fellow is likely to be away through illness for more than a month.
- 3.9 Research fellows are obliged to have a health insurance either provided by the employing institution or on the fellow's own discretion.

### **Honorary clinical contracts**

- 3.10 Research fellows who undertake, as part of their training 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.
- 3.11 Responsibility for seeking such a contract will lie with the head of the department in which the fellow is working, following the usual practice of the local Medical School. Should any difficulties be encountered, the HFA should be informed.

### **Change of project or supervisor**

- 3.12 Any changes in a fellow's research programme or supervisor from those originally approved the HFA will require the HFA's prior consent.

### **Final report and subsequent post**

- 3.13 Fellows are required to submit a report at the end of the Research Fellowship on the work undertaken and to inform the HFA of the appointment he or she proposes to undertake on the conclusion of the Fellowship. Fellows are encouraged to submit an abstract to the HFA Annual Congress reporting on work related to this Fellowship, and to take this opportunity of putting forward any comments they may have on the Research Fellowship Programme.

### **Local regulations**

- 3.14 Fellows will be subject to the terms of employment of their host institution.

Appendix 1

RESIDENCE ELIGIBILITY FOR HFA RESEARCH FELLOWSHIPS

- 1 These rules will apply to an award of an HFA Research Fellowship.
- 2 Subject to the following provisions of these rules a candidate must at the date of application for an award:
  - (a) be ordinarily resident in Europe or one of its “Associated countries”, according to the EU definition.
  - (b) have been ordinarily resident in Europe for the period of 3 years immediately preceding the date of application.
- 3 Any candidate who is the child of a citizen of a European State will be eligible for an award if at the date of application:
  - (a) he is resident in Europe and
  - (b) his parent, being such a citizen, is employed in Europe or if not, was previously last so employed or has been so employed for an aggregate period of 1 year during the period of 3 years immediately preceding the date of application, and
  - (c) he has been ordinarily resident in Europe for the 3 years immediately preceding the date of application.
- 4 A candidate who is a refugee or the spouse or child of a refugee will be eligible for an award if at the date of application the refugee:
  - (a) is ordinarily resident in Europe, and
  - (b) has not been ordinarily resident outside Europe since being recognized as a refugee or granted asylum.
- 5 For the purpose of these rules:
  - (a) a candidate will not (except for the purpose of paragraph 4) be treated as ordinarily resident in a place specified in these rules in respect of any period during which he is so resident wholly or mainly for the purposes of receiving full-time education
  - (b) a period of ordinary residence 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.

\*\*\*\*\*