ERS and The Union Joint Public Health Fellowship in Respiratory Infections
Application Guidelines
2018 pilot call (deadline: 1 December 2018)

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Any infringement of the conditions in these Application Guidelines will result in the withdrawal of an application from the selection process or the cancellation of a fellowship already granted
1. Introduction

a. The European Respiratory Society (ERS)’s mission is to promote lung health in order to alleviate suffering from disease and drive standards for respiratory medicine globally. Further information can be found on the ERS’ website.

b. The International Union Against Tuberculosis and Lung Disease (The Union) draws from the best scientific evidence and expertise to advance solutions to public health challenges affecting people living in poverty. Further information can be found on The Union’s website.

c. A specific need was identified by both organisations for well-trained professionals in public health, to help address the challenges of respiratory infections, which are associated with a high morbidity and mortality. This fellowship ultimately aims to promote lung health and alleviate suffering from respiratory infections that represent epidemic or pandemic threats worldwide.

d. The ERS and The Union Joint Public Health Fellowship in Respiratory Infections thus aims to build capacity in the area of respiratory epidemiological/public health, population-based research by providing a fellowship recipient with the opportunity of a 12-month fellowship based at one of The Union’s offices.

e. The fellowship will enable an ERS early career member with a unique opportunity to gain know-how, exposure and practical experience of population-based research on the ground, allowing him/her to further their career in the field. The fellowship recipient will acquire methodological, strategic, and project management skills in designing, implementing and evaluating a programme in the field of public health.

f. Although not a mandatory element, a return to the home centre after the fellowship is highly preferable, in order to ensure transfer of knowledge and to foster capacity building in the home country.

g. These Application Guidelines set out the rules and regulations governing the ERS and The Union Joint Public Health Fellowship in Respiratory Infections programme (2018 pilot call). By submitting an ERS fellowship application, candidates agree to comply with the ERS rules and regulations.

2. 2018 pilot call & timeline

a. The first pilot fellowship scheme will take place at The Union’s office in India, with one selected fellow starting a 12-month fellowship (100%) between 1 June and 1 November 2019. The fellowship recipient will thus be hosted within the premises of The Union's New Delhi office to carry out the specific project and tasks identified in the dedicated Role Profile.

b. Please carefully consult the Role Profile available on the ERS website for details of the 2018 pilot scheme and related project.

c. The timeline for the 2018 pilot scheme is as follows:
   - Application deadline: 1 December 2018.
   - Phone interviews with shortlisted candidates: 2nd half of January 2019.
   - 1st half of February 2019: Notifications to successful & unsuccessful candidates.
   - Start date of fellowship at The Union’s office in India: between 1 June and 1 November 2019.
3. Eligibility criteria

a. Candidates must have a MD, a Master of Public Health, a Master of Science in a related field or a PhD, with minimum 1-2 years of working experience in public health and respiratory infections/diseases.

b. There is a minimum requirement of at least one peer-reviewed publication on respiratory infections and public health.

c. Experience with project management and monitoring & evaluation will be an asset. Excellent command of English, both written and spoken, is essential along with excellent computer skills (MS office and Epi-Info/EpiData). See also the more detailed Role Profile for the 2018 pilot scheme, available on the ERS website.

d. There is no age limit for candidates, but priority is given to applicants in the early stages of their career.

e. In general, there are no specific restrictions in terms of nationality, but candidates should be in a position to apply for a work permit or visa for the country in which the fellowship will be based (i.e. India for the 2018 pilot scheme).

f. Candidates should be in a position to start the 12-month fellowship, between 1 June and 1 November 2019. Successful applicants will need to make arrangements (accommodation, travel, employment visa, visa for family members etc.) well ahead of time. Kindly note that visa applications for India may take an estimated minimum of around four months to be processed, although this depends on each individual case.

g. Candidates must have an ERS membership or hold a joint membership when affiliated with their respective national or regional society. Candidates with national or regional society membership can obtain a joint membership with ERS through their respective national or regional society. To proceed candidates should contact their national or regional society who will do the necessary and coordinate the joint affiliation with the ERS directly. The list of societies the ERS has an agreement with can be found on the ERS website. Candidates with no membership at all can subscribe to an ERS membership online via the MyERS portal.

h. Candidates having previously received an ERS Short-Term fellowship, an ERS Long-Term fellowship or a Marie Curie/Respire fellowship can also apply for this programme.

4. Requirements

a. The fellowship is to be carried out on a full time basis (100%) based at The Union’s office to work specifically and exclusively on the project, tasks and location highlighted in the Role Profile. The fellowship is not intended for any other purposes (e.g. studies, meetings/visits, conferences, workshops, courses, clinical/educational training, etc).

b. The fellowship should be carried out over a continuous 12-month period and cannot be split nor reduced. The duration of the fellowship should not be changed without approval of ERS and The Union. If any reduction is accepted, the fellowship grant amount will be reduced accordingly.

c. The fellowship recipient should not be engaged in any paid or salaried activities other than those related to the fellowship and specific Role Profile during the course of their fellowship. Fellowship recipients are therefore not allowed to receive other financial support during the fellowship. Any home salary or other payments will be deducted from the grant amount. See section 7 hereunder.

d. A return to the home centre at the end of the fellowship is highly preferable, but not mandatory. A plan to transfer knowledge following the end of the fellowship should be set out in the online
application form, even if a return to the home centre is not planned. Selected fellowship recipients are expected to stay in close touch with the ERS and The Union after the end of the fellowship in order to assess the longer-term impact of the fellowship.

e. Specific outcomes of the fellowship include, among other:
   • To submit learning experience reports on a quarterly basis to the Union as well as reports (mid-term & final) to ERS as per requirements;
   • To journal the key observations, identified gaps, proposed approaches and improvements and follow up the outcomes;
   • To publish findings from the operational research study in an international peer-reviewed journal (no later than 15 months after the end of the fellowship) acknowledging support by the Union and ERS; and
   • To submit the learning experience and the study findings to be presented at The Union World Lung Health Conference and the ERS Internal Congress (e.g. abstract submission).
   • See also dedicated Role Profile for the 2018 scheme, for further details.

f. ERS and The Union should be notified of any event or circumstance which might affect the running of the fellowship programme or that is likely to have an effect on the performance of the candidate and the delivery of the project. ERS and The Union must be made aware of fellowships that are terminated prematurely and the fellowship recipient may be responsible for reimbursement of the appropriate funds, if needed.

g. If there are any problems, the fellowship recipient has the opportunity to report these to ERS and The Union as soon as possible, who, in such cases, will seek a solution, if possible. In extreme circumstances ERS and The Union may decide to prematurely terminate the fellowship.

h. Any infringement of the conditions contained in this document will result in the withdrawal of an application from the selection process or the cancellation of funds already transferred.

5. Application process

a. Applications and supporting documents must be submitted in English by the deadline set for each call on the ERS online application platform, accessible via the dedicated web page (myERS Login details). For any queries during the application process, please contact the ERS Helpdesk (fellowships@ersnet.org).

b. Should an applicant not have a myERS Login yet, they can quickly set this up for free via: https://my.ersnet.org/Account/Register.

c. Apart from filling out the fellowship application online, candidates should provide a number of supporting documents to be uploaded directly on the online application platform. Documents should be submitted in Arial font, size 11. Compliance with the required length is mandatory.

d. An automated abstract will summarise candidates’ application, based on the information provided via the online platform.

e. The deadline for submitting applications for the 2018 pilot scheme is 1 December 2018 (23:59 Central European time – CET). No extensions will be possible. Applications with missing files will not be processed for selection.

f. Supporting, additional documents to be uploaded under “Files” in the online fellowship application platform entail:
   1. Applicant’s CV – 2 pages A4 maximum, highlighting a minimum 1-2 years of working experience in public health and respiratory infections/diseases.
   2. Applicant’s publication list (2 pages A4 maximum), particularly focusing on publications relevant to the specific Role Profile (see ERS website).
The list should be in the following order: 1) original peer-reviewed papers, 2) review articles and 3) any other relevant publication (e.g. meeting abstract with relevance to the application).

3. Applicant's Bio Statement – cover letter where the applicant should explain and justify his/her motivation, career vision, reason for applying etc. – 2 pages A4 maximum.

4. One reference letter: the template provided in the online application platform (“Files” tab) should be used. The applicant should send this form to his/her referee, for completion and signature. The referee can either return it directly to the applicant or send it directly by email to ERS (fellows@ersnet.org ) by the call deadline. In the latter case, the applicant should upload a blank form in the online application form.

5. A scanned copy of the applicant's highest degree. See also point 3.a above.

6. A scanned copy of applicant’s ID card or passport.

6. Selection Process

a. ERS research fellowship programmes are under the responsibility of the ERS Science Council, which is the under the accountability of the ERS Executive Committee. The latter is accountable for the final endorsement following recommendations made to the ERS Science Council. In order to keep a high standard of applications and quality of the proposed research projects, ERS is strictly enforcing these management rules.

b. Fellowships are awarded to applications with the highest scientific merit. To achieve this, following the eligibility checks, the selection entails a 2-phase evaluation process:
   i. An evaluation process with an in-depth peer-review of the applications and supported documents, with scoring and shortlisting by independent ERS selected experts in the field, led by the ERS Fellowships & Awards Director.
   ii. Phone interviews with candidates shortlisted during the peer-review phase, with the participation of ERS and The Union representatives. Following the interviews, both parties will select together the best candidate. Final selection will be passed on to the ERS Science Council for validation, before final endorsement by the ERS Executive Committee.

c. Criteria for scientific merit include: applicant’s background, motivation, relevance, quality of the home centre (if applicable), applicant’s career development and transfer knowledge plan post-fellowship. Criteria will be scored from 1 (poor) to 10 (excellence). Median calculation will be used to determine the ranking order during the peer-review process.

d. No distinction will be made between candidates regarding gender, ethnic origin, sexual orientation, religious or political beliefs.

e. Assessments are strictly confidential and will not be shared outside of ERS and The Union, or to the candidates themselves.

f. Appeals are not considered unless formal mistakes have been made by the ERS.

g. Following selection, the ERS office will notify candidates and liaise with the fellowship recipient and The Union throughout the fellowship.

h. Once the fellow is selected, s/he will need to apply for a visa/work permit for the specific host country, if and as needed. The fellowship can only be formally finalized once the visa/work permit is officially granted by the competent authorities. Nor ERS nor The Union are responsible for visa/work permit applications and decisions, although, if possible, they will provide support with these processes. Further information on Employment Visa for India (2018 pilot) can be found at: https://www.immihelp.com/nri/indiavisa/employment-visa-india.html and https://boi.gov.in/content/employment-visa-e.
7. Stipend & Allowances

7.1 Calculation

a. The fellowship encompasses a living stipend, a child allowance and a travel grant.

b. The living stipend is a gross amount provided to cover living costs related to food, accommodation, transportation, etc. in the specific host country. For the 2018 pilot scheme, the specific rate is set at €3’000/monthly, for fellowship recipients not receiving any other income / funds (e.g. salary, funding, etc.).

c. The living stipend is not for covering costs in the home country during the fellowship. Fellowship recipients are responsible for making separate arrangements to manage their expenses in the home country during the fellowship (e.g. rent, mortgage, taxes, insurance, etc.).

d. A child allowance (€350/monthly per child) is provided for children under the age of 16 years old (by the time of the call deadline). Birth certificates will need to be provided for this purpose.

e. A one off lump sum travel grant of €1’200.- is provided to the fellowship recipient and can be transferred prior to the start of the fellowship, if needed. There is no additional travel support for family members. If the applicant is already in the host country at the time of application, the travel support is not provided.

f. If and when the fellowship recipient is invited to attend the ERS Congress as a speaker to share his/her fellowship experiences, support will be provided by ERS in line with the ERS’ privileges matrix for Congress’ speakers.

g. In addition, The Union will provide financial support for a visa / work permit up to a maximum amount of €500, if and where applicable. Moreover, costs for attendance in The Union World Conference (full scholarship plus registration fees) will be covered by The Union.

h. The currency used for ERS fellowships is the EURO (€). Fellowship instalments are in EURO, no matter the home or host countries.

i. Funds will generally be transferred by ERS at the beginning and – upon receipt of the interim report - mid-way through the fellowship. Payments may be, in principle, transferred directly to the fellowship recipient (host country bank account), unless this not feasible in line with the nature of the contract in the specific host country.

j. ERS and The Union do not provide any other financial support. For instance, health, social security and safety schemes, trainings/conferences, local travel, visa for family members, taxes are directly included in the living stipend. Neither ERS nor The Union have liability in these matters.

k. Should the fellowship be terminated early, corresponding funds may need to be returned to ERS if needed.

Summary of stipend and allowances:

<table>
<thead>
<tr>
<th>Stipend and Allowances</th>
<th>Annual in EURO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross living stipend (total for 12-month period)</td>
<td>36’000.-  (3’000.- monthly)</td>
</tr>
<tr>
<td>One off travel allowance</td>
<td>1’200.- (one off)</td>
</tr>
<tr>
<td>Childcare support allowance, if applicable (per one child, total for 12-month period)</td>
<td>4’200.- (350.- monthly)</td>
</tr>
<tr>
<td>Contribution towards visa / work permit provided by The Union, if applicable</td>
<td>500.- (one off)</td>
</tr>
</tbody>
</table>

Table 1 – Stipend & allowances table
7.2 Deductions

a. Any income to be received during the fellowship from the home centre or other entity (salary, funding, travel grant, etc.) should be declared in the application form. Income from the home centre or any other entity will be deducted from the monthly stipend.

b. Exception is for financial support provided by the home centre or other entity for covering compulsory health and safety insurances, legal and social security insurances, pension schemes and child support etc. No deduction will occur in this instance.

c. Fellowships cannot run concurrently with other awards, funds, grants, fellowships, etc. received during the same period.

d. In order to avoid duplication of expenditure, particularly with national funding sources, a declaration is required of any other grant, award and/or contribution received (e.g. travel, subsistence, fees, etc) during the fellowship period.

7.3 Fellow's responsibilities (insurance, taxes, etc.)

a. Fellowship recipients are neither agents nor employees of ERS nor The Union. Both organisations accept no liability for fellowship recipients’ wrongdoing actions or activities in respect to health or safety, insurances, accidents, taxes, welfare, legal compliance in the home or in the host country.

b. Nor ERS nor The Union are in a position to provide additional funding or medical, accident, social insurance coverage and support.

c. Fellowship recipients are required to comply with taxes, safety, health, legislation, etc in the home and host countries, as applicable.

d. ERS is an international non-governmental organisation whose fellowships are not automatically endowed with any particular tax privileges. It is the sole responsibility of the fellowship recipient to pay any tax which may be levied upon him/her by the appropriate authorities in the home and/or host countries. ERS is not responsible for any tax issue that may arise either in the home or host country and any payable taxes must be covered with the fellowship funds.

e. For instance, in relation to the 2018 pilot in India, fellowship recipients would be liable to pay taxes in India. Any payments to the fellow will be treated as income (see Section 6 of Income Tax of India) and income tax will be deducted as per section 195 of the Income Tax Act.

f. Fellowship recipients are not insured by ERS or The Union against medical expenses for themselves or their families; neither are they insured for accidents during their travel to and from the host country. It is highly recommended that fellowship recipients are covered by the necessary insurances. It is the sole responsibility of the recipient of a fellowship to ensure that s/he is covered under a social security scheme and appropriate insurances (e.g. health, accident, other) in the home and host countries, if and as appropriate.

g. Fellowship recipients are responsible for providing the adequate level of protection to accompanying members while in the host country (e.g. health insurance, etc.) as well as for applying for necessary visas.

h. Fellowship recipients are responsible for managing expenses in their home country (accommodation rent, taxes, insurances, etc.).

i. The Union will assign a host supervisor to supervise the fellowship recipient. It will provide in-kind support by providing working environment, expertise, supervision, induction and relevant training. The selected fellowship recipients will be responsible for complying with The Union’s relevant policies and guidelines as relevant, during the fellowship period (e.g. publicity, conflict of interest, confidentiality, health & safety, other, etc).