

## Instructions EFSD Albert Renold Travel Fellowship Application

1) General Information.....	1
2) EFSD Albert Renold Travel Fellowship Application .....	3
Step 1: Begin or Edit an Application .....	3
Step 2: Fellowship Information .....	4
Step 3: Financial Support .....	4
Step 4: Budget.....	5
Step 5: Budget Justification .....	5
Step 6: Applicant .....	6
Step 7: Host.....	8
Step 8: Summary and Submission .....	8
3) Guidelines Statement of Applicant.....	9
4) Guidelines Biographical Sketch.....	10
5) Signature and Declaration Document.....	11
6) Letters from Home and Host Institution .....	11
7) Overview Length Restrictions .....	12
8) Overview Uploads .....	12
9) Budget Table .....	13

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## 1) General Information

### EFSD Albert Renold Travel Fellowship Programme Regulations:

- Albert Renold Travel Fellowships enable scientists and clinicians to travel and stay at other institutions in order to learn specific techniques or clinical skills required for the advancement of their diabetes research project and not available at their home institution.
- Albert Renold Travel Fellowships **do not cover** costs for workshops, courses, seminars or conference visits, nor research costs (e.g. consumables, equipment) or purchases whose use extends beyond the stay (e.g. books, laptops).
- Applicants must be currently either in a PhD programme or having received their highest degree (PhD, MD, DMD, DVM, or equivalent) no more than five (basic scientist) or seven years (clinician) before 1 January in the year the Fellowship is awarded. For clinicians holding more than one qualifying degree (e.g. MD PhD) or with a clinical specialist degree/board certification, the time since the first degree may not exceed ten years before 1 January in the year the Fellowship is awarded. Fellows may not hold a permanent appointment.
  - Time periods spent on maternity/paternity leave, long-term illness or other exceptional circumstances will be taken into account, if adequate documentation can be provided upon request.
- Applicants must be paid-up **EASD members** or have an EASD membership application pending. Details on how to become a member can be found on the EASD website: [www.easd.org](http://www.easd.org).
- The home and/or the host institution must be based in Europe or a Europe-associated country, both must be non-profit and each must be in a different country.
- Applicants must be employed at their home institution during their award.
- The duration of the stay may be **up to 3 months**.
- Each Fellowship will be for **up to Euro 8,000**. The funds must be transferred into a European institution.
- A letter of recommendation by the Head of the Department at current place of work (home institution) must be included in the fellowship application.
- A letter from the host institution confirming the invitation to visit and describing the objectives of the stay must be included in the fellowship application.
- Applications will be reviewed by an independent committee of experts and awards will be made within 6 weeks after the application deadline.
- Successful applicants must travel within **9 months** of receipt of the award. If this is not possible, special permission from the EFSD Office must be sought or the fellowship will be automatically withdrawn.
- Fellowship activation documents must be returned to the EFSD Office within six months from the date of the EFSD award confirmation notice. If this is not possible, special permission from the EFSD Office must be sought.
- Awardees are required to provide a **written report and confirmation of stay** from the host institution on return to the home institution.

- The Albert Renold Travel Fellowship Programme has **4 application deadlines per year**:
  - 15 January
  - 15 April
  - 15 July
  - 15 October
- A list of all EFSD regulations can be found on the Programmes link of the EFSD website: [www.EuropeanDiabetesFoundation.org](http://www.EuropeanDiabetesFoundation.org).

## IMPORTANT

- **You must submit your application by 18:00 (CET) on the deadline date!** You submit your application by pressing the “Submit Application” button at the end of the submission form. Only submitted applications will be checked by the EFSD office and forwarded to the reviewers.
- All correspondence regarding your application and fellowship, in case of a successful application, will be sent **only to the email address** provided in this application submission. This email address may be different from the one used for your MyEASD account.
- After submitting your application, you will receive an automatic confirmation email. Should you not receive this confirmation, please check your spam folder, then contact CTI technical support [oasis@support.ctimeetingtech.com](mailto:oasis@support.ctimeetingtech.com)
- Within five working days of submission you will receive a second email once your application has been checked by the EFSD office. Should you have not received confirmation by then, please contact the EFSD Office [foundation@easd.org](mailto:foundation@easd.org).

## Help

If you are having **technical difficulties** with the system, please contact

[oasis@support.ctimeetingtech.com](mailto:oasis@support.ctimeetingtech.com)

or call +1-217 398 1792 (Monday - Friday, 8 am - 5 pm US CT).

For **any other queries**, please contact the EFSD Office

[foundation@easd.org](mailto:foundation@easd.org)

or call +49-211-75 84 69-0 (Monday - Friday, 8 am - 5 pm CET).

## 2) EFSD Albert Renold Travel Fellowship Application

Instructions on how to operate this online application system will be written in blue.

To submit an Albert Renold Travel Fellowship application to EFSD in this system, you have to complete 8 steps, with the first step being to create a new application from the system's start page, followed by 7 steps or sections of the actual application.

Once you started an application, the steps or sections of the application process are shown in a menu on the left-hand and can be accessed by clicking on the respective term.

All fields marked \* are required and you have to complete all required items in a step before you can then click "Save and Continue" and thereby save your work entered in this section. You will then automatically be directed to the next application section.

You can exit your application and the website at any time and your input will be automatically saved once you completed all required items in a section and clicked "Save and Continue".

You can re-enter the system and continue and/or edit your application any time before the programme deadline as long as you have not submitted your proposal yet.

When you are ready to submit your application, click the "Submit Application" button at the end of the submission form. You can only submit an application when all required steps are completed.

After submitting your application and before the programme deadline, you will be able to access your application but you will not be able to make any more edits.

After the submission deadline you will no longer be able to access your application.

**IMPORTANT!** You must submit your application by 18:00 (CET) on the deadline date or it will not be forwarded to the reviewers!

### Step 1: Begin or Edit an Application

To create a new application, click the "Begin New Application" button for the Albert Renold Travel Fellowship Programme.

You can edit your application any time before the programme deadline as long as you have not submitted it (by pressing the "Submit Application" button at the end of the submission form). A submitted application will have the proposal status "Locked", a not yet submitted application will have the status "Incomplete" or "Complete", respectively.

To modify an existing proposal, expand the Grant Application Type (i.e. Programme name) by pressing the "+" to the left of the programme, then click on your application name.

To make any edits, click the left-hand menu for the section you would like to edit.

**IMPORTANT!** Remember to click "Save and Continue" after making any edits!

## Step 2: Fellowship Information

In this section you are asked to submit the following information:

- Skill to be learned (max 100 characters including spaces)  
*The name of the research technique to be learned and potentially its purpose for your project.*
- Total budget requested (max Euro 8,000)
- Nature of the research technique to be learned (clinical or basic)  
*Clinical research is defined as a study performed in vivo, in human individuals with focus on clinically relevant and diabetes-related outcomes.*
- Fellowship duration (length of stay in months, travel start and end date)  
*It is understood that you may not know your exact travel dates at the time of the application. However, please give dates that are likely to be within a week of your final travel dates.*

Fill in all required information and click “Save and Continue”.

**IMPORTANT:** You have to complete this section to start the application process and to gain access to the Applicant and Host sections (steps 6 and 7). You may, however, edit it later.

## Step 3: Financial Support

In this section you are asked to submit the following information:

- If you also applied for funding at other agencies for your intended travel and stay (other support sought for this travel)  
*If yes, please let us know at which agencies, the total funding requested and specify areas where there are overlaps in budget requests.*  
*Be completely open about support from other sources. If the travel and stay is already supported from other sources, please explain this in detail and justify the additional/complementary resources requested.*  
*Please note, if overlapping support for this travel is obtained from other sources, any funds awarded by EFSD will be withdrawn.*
- If you previously received an EFSD award.

Fill in all required information and click “Save and Continue”.

## Step 4: Budget

In this section you are asked to provide a detailed budget (expected costs) for your stay using the budget table provided as a download.

A copy of the budget table is also provided in chapter 9 of this document.

The total budget request and the length of stay that you provided in the Proposal Information section (step 2) will be automatically reproduced in this section and vice versa.

The total budget submitted must match the total being requested from EFSD.

Your **total may not exceed Euro 8,000**.

**State your costs in Euros.** If you are applying from or for a country outside the Euro Zone, please convert the local currency into Euros, using the exchange rate on the date of your application.

**IMPORTANT:** This fellowship programme **does not cover** costs for workshops, courses, seminars or conference visits, nor research costs (e.g. consumables, equipment) or purchases whose use extends beyond the stay (e.g. books, laptops).

**Please be reasonable and realistic!** It is understood that the stated costs are estimates and it is ok to calculate them generously to be on the safe side. However, please calculate what you really expect to be necessary to cover the costs of your travel and stay. Please do not just distribute Euro 8,000 over the budget sections, trying to receive the maximum amount of funding possible – reviewers will likely notice that.

There are resources on the internet that can help you to estimate the costs for accommodations and other living costs in the city you intend to travel to, for example [numbeo](#), [expatistan](#) or [budgetdirect](#). Per diem rates, for example from your university, for travels to the country you intend to go to are another source to get an idea about costs of living. For all these options, please keep in mind that the EFSD budget table separates costs for accommodation and the remaining living expenses.

Download the budget table using the link provided in this section, complete the budget document and then paste it into the editor in the online application system. Then click “Save and Continue”.

**IMPORTANT!** Do not deviate from this format, any budgets not submitted in the correct format will not be reviewed.

## Step 5: Budget Justification

In this section you are asked to provide a short justification for each item listed in the budget to show that the amount given is reasonable. It is understood that these costs are estimates.

This budget justification will be reviewed carefully and the Programme Board, on advisement from the Review Committee, may on occasion and at its discretion recommend an award in a lesser amount considered more appropriate for the proposed travel.

Fill in all required information and click “Save and Continue”.

## Step 6: Applicant

In this section you are asked to:

- 1) Enter your contact details
- 2) Upload a statement on how the visit will benefit you and your home department, your biographical sketch, a letter of recommendation from your department head, a letter of invitation from the host institution and signed Signature and Declaration document in a second step.

### Page 1: Contact details

Your contact details (name, institution, institutional address, phone and email address) and your EASD member number will be **automatically pre-filled from your EASD membership account**. This information can be amended in the online application system except for your name and EASD member number. If your contact information is outdated, please remember to also update your information in your EASD membership account.

If you do not have a membership account yet, you have to enter the requested information manually.

**IMPORTANT!** All correspondence regarding your application and grant in case of a successful application will be sent only to your email address provided in this application.

To apply for this programme, you must be a paid-up **EASD member**. Your membership number and membership status (“true” or “false” meaning active or not) will be automatically transferred from your EASD membership account and you will not be able to make edits to these fields.

If you are not an EASD member, a number following EFSD\_ will appear in the EASD member number field and the information “false” for your member status.

**If you are not yet an EASD member or if your EASD membership has expired**, you have to become an EASD member or renew your membership, or your application will not be considered for funding. You may, however, apply for EASD membership and an Albert Renold Travel Fellowship at the same time. To renew, re-activate or apply for EASD membership, go to the Membership section in MyEASD. More information on EASD membership and how to become a member can also be found on the EASD website: [www.easd.org](http://www.easd.org).

Please note that the EASD membership application/renewal system in MyEASD will be closed from 1 July until after the EASD Annual Meeting each year. Instructions on how to apply for EASD membership in order to apply for an EFSD award during this time period will then be published on the Programme link of the EFSD website.

Check and/or fill in all required information and click “Save and Continue”.

You will be directed to the page where you can upload documents. If you wish to return to the page with your contact details, click “Edit”.



## Page 2 and 3: Uploads of documents

A list of the documents you are required to upload in this section as part of your application can be found in table 1 below and in chapter 8 of this document.

**IMPORTANT!** Please follow our **guidelines for your statement and biographical sketch** provided in chapters 3 and 4 and comply with their **length restrictions** as documents exceeding these parameters will not be forwarded for review.

A signed **letter of recommendation** by the Head of the Department at your current place of work (home institution) must be submitted with your application. The letter must be dated and printed on institutional letterhead.

A signed **letter of invitation** from the host institution confirming the invitation to visit and describing the objectives of the stay must be submitted with your application. The letter must be dated and printed on institutional letterhead.

Information on the required letters is also provided in chapter 6 of this document.

You are also required to complete, sign and submit the **Signature and Declaration Document** provided as a download in this section.

More information on the Signature and Declaration Document is provided in chapter 5 of this document.

Please upload all documents in pdf format.

You can upload all documents together in one single pdf file (preferred) or separately in individual pdf files.

<b>Uploads mandatory for every application</b>	
can be uploaded together in one single pdf file or separately in individual pdf files	
Statement	Guidelines in chapter 3 max 1.5 pages, Arial 12
Biographical Sketch	Guidelines in chapter 4 max 3 pages, Arial 12
Signed Signature and Declaration Document	Information in chapter 5 Download in the Applicant section
Letter of Recommendation from Home Institution	Information in chapter 6
Letter of Invitation from Host Institution	Information in chapter 6

Table 1: List of documents required to upload in the Applicant section

[Download and complete the Signature and Declaration Document using the link provided in this section.](#)

[To upload your documents, click “Add/Edit Files” and you will be directed to the upload page.](#)



To upload a document, enter a description of your file (e.g. statement) and use the "Search..." button below the description's text field to select the respective file on your computer, then click the "Add File" button to upload.

**IMPORTANT!** You have to enter a description of your file or you will not be able to upload!

Once all files have been added, click "Continue" and you will be directed back to the previous page.

Click "Continue" to get to the next application section.

If you wish to return to the page with your contact details, click "Edit".

### **Step 7: Host**

In this section you are asked to enter the name and contact details of your host.

Fill in all required information and click "Save and Continue".

Click "Continue" on the next page to get to the next application step.

To delete or edit your host's details, click "Delete" or "Edit".

### **Step 8: Summary and Submission**

In this section you can review your work and submit your application once you have completed all required steps.

Note, you will only be able to submit your application if you have completed all required information.

If your application is complete, a "Submit Application" button will be displayed on the summary page.

If your application is not yet complete, you will see a notice which step(s) still need completion.

You can also view and print a printer-friendly version of your application.

You can edit your application any time before the programme deadline as long as you have not submitted your proposal yet.

**IMPORTANT!** No changes can be made after submission!

Check your application carefully and make sure that it is accurate and complete.

To make edits, click the left-hand menu for the section you would like to edit.

For the sections "Applicant" and "Host" you will be directed to the second page of the corresponding section. To access the respective contact details, click "Edit".

**IMPORTANT!** Remember to click "Save and Continue" after making any edits!

**To submit your application, click the "Submit Application" button.**

**IMPORTANT! You must submit your application by 18:00 (CET) on the programme deadline date or it will not be forwarded to the reviewers!**

Shortly after the submission, you will receive an **automatic confirmation email**. If you do not receive this email, please remember to check your spam folder, then contact CTI technical support [oasis@support.ctimeetingtech.com](mailto:oasis@support.ctimeetingtech.com)

You will receive a **second email once your application has been checked by the EFSD office**. If you do not receive this second email within 5 working days after your submission, and it was not transferred to your spam folder, please contact the EFSD Office [foundation@easd.org](mailto:foundation@easd.org).

You will still be able to access your application after submission and before the programme deadline, but you will not be able to make any more edits.

After the programme deadline you will no longer be able to access your application.

### 3) Guidelines Statement of Applicant

An essential part of an Albert Renold Travel Fellowship application is the applicant's statement of how the visit will benefit the applicant and the applicant's department.

Please keep in mind that the intended purpose of the stay should be to learn a new, specific technique or clinical skill to be used for the advancement of your basic or clinical diabetes research project and that is not available at your home institution.

This statement should answer the following questions:

- Which specific technique(s) do you want to learn during the stay?
- How will your diabetes research project(s) and your home department benefit from your stay and the technique(s)?
- Why you did specifically chose your host institution to learn this technique.

**IMPORTANT!** The statement **must not exceed 1.5 pages written in type no smaller than 12-point Arial with single line spacing**. Any application exceeding this page limit will not be forwarded for review.

Upload your statement in the Applicant section of the application system (step 6) as an individual pdf file or in a single file together with the other documents (biographical sketch, letters, signature document).

## 4) Guidelines Biographical Sketch

**IMPORTANT!** The biographical sketch **must not exceed 3 pages written in type no smaller than 12-point Arial with single line spacing**. Documents exceeding these parameters will not be forwarded for review.

Please list your education and employment in **reverse chronological order**.

A biographical sketch should contain the following information:

- Date and place of birth
- Date and nature of present appointment
- Education (your complete academic education in reverse chronological order)
  - Name / location of college or university
  - Field of study
  - Highest degree and year conferred
- Research and/or professional experience (in reverse chronological order)
  - Present Position
  - Previous employment(s) (if applicable)
  - Experiences (if applicable)
  - Honours (if applicable)
- Publications (in reverse chronological order)
  - Titles of and complete references to all publications during the past three years (in reverse chronological order)
  - Earlier publications pertinent to this application
  - If a complete list of publications exceeds the three-page limit, choose those most pertinent to this application.

Upload your biographical sketch in the Applicant section of the application system (step 6) as an individual pdf file or in a single file together with the other documents (statement, letters, signature document).

## 5) Signature and Declaration Document

Applicants are **required to complete and submit the Signature and Declaration Document** provided as a download in the Applicant section (step 6).

The applicant signs the following statement:

*I, the undersigned, declare that the information submitted is accurate and complete (to the best of my knowledge) and that I shall accept the regulations of the EFSD Albert Renold Travel Fellowship Programme if this travel award is funded.*

Upload a scan of the originally signed page in the Applicant section of the application system (step 6) as an individual pdf file or in a single file together with the other documents (statement, biographical sketch, letters).

## 6) Letters from Home and Host Institution

Applicants are **required to submit two letters**:

- 1) A signed **letter of recommendation by the Head of the Department** at the current place of work (**home institution**).
- 2) A signed **letter of invitation from the host institution** confirming the invitation to visit and describing the objectives of the stay.

**IMPORTANT!** Both letters must be dated and printed on institutional letterhead.

Upload the letter of recommendation and letter of invitation in the Applicant section of the application system (step 6) as individual pdf files or in a single file together with the other documents (statement, biographical sketch, signature document).

## 7) Overview Length Restrictions

Please comply with the length restrictions as they will be strictly enforced. Files exceeding the maximum allowance will not be forwarded for review.

<b>Topic of Stay</b>	max 100 characters (including spaces)
<b>Statement of Applicant</b>	max 1.5 pages in Arial 12 point, single line spacing
<b>Biographical Sketch</b>	max 3 pages in Arial 12 point, single line spacing

## 8) Overview Uploads

You will be directed to the section where you can upload your documents after you filled in all required contact information in the Applicant section (steps 6).

Please upload all documents in pdf format.

You can upload all required documents together in a single pdf file (preferred) or separately in individual pdf files.

<b>Uploads in Applicant section (step 6)</b>	
can be uploaded together in one single pdf file or separately in individual pdf files	
<b>Statement of Applicant</b>	Guidelines in chapter 3 Length restriction: max 1.5 pages, Arial 12
<b>Biographical Sketch</b>	Guidelines in chapter 4 Length restriction: max 3 pages, Arial 12
<b>Signed Signature and Declaration Document</b>	Information in chapter 5 Download in the Applicant section
<b>Letter of Recommendation from Home Institution</b>	Information in chapter 6
<b>Letter of Invitation from Host Institution</b>	Information in chapter 6

## 9) Budget Table

**Note:** This fellowship programme **does not cover** costs for workshops, courses, seminars or conference visits, nor research costs (e.g. consumables, equipment) or purchases which use extends beyond the stay (e.g. books, laptops).

Travel Costs: <i>(may also include costs for visa)</i>	TOTAL Euro _____
Accommodation:	TOTAL Euro _____
Living Expenses: <i>(e.g. groceries, transportation ticket at host town)</i>	TOTAL Euro _____
Other Expenses (please describe): <i>(e.g. travel health insurance if needed)</i>	TOTAL Euro _____
<b>TOTAL BUDGET REQUEST</b> <b><i>May not exceed €8,000</i></b>	TOTAL Euro _____

**Please state your costs in Euros.** If you are applying from or for a country outside the Euro Zone, please convert the local currency into Euros, using the exchange rate on the date of your application.

Download the budget table in the Budget section (step 4), complete it and then paste it into the editor in the same section (step 4).