



## **ICF Clinical Unit Visit Programme**

### **GUIDELINES & APPLICATION INSTRUCTIONS**

*Applies to  
ICF Clinical Unit Visits –8 weeks*

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Please read and follow these guidelines carefully to ensure that your application is completed correctly and can be processed without delay.

Applicants are encouraged to start their application early due to the complexity of the online application process and to obtain the documentation needed in time.

Before you start, please consult also the [General Conditions for Fellowship Grants](#).

#### **1. General information**

- All application material must be submitted in English language.
- The application consists of completing an online application form, and uploading some additional documentation. Uploaded documents must be in PDF, MS Word, or MS Excel formats - PDF format is preferred. Uploaded documents must be non-password protected.
- If you are already an ESMO register member, some of the fields will be automatically filled with your my ESMO profile information – please verify that the details in these fields are correct and update your profile in [myESMO](#) if necessary.
- You do not have to finish your application in one go, but can save and return to it later.
- Do not forget to submit before midnight (Central European Time) of the deadline date – applications that have been started but not submitted or incomplete applications, will not be considered.

#### **2. How to get assistance**

- Any questions, technical or otherwise, please contact:  
[enquiries@internationalcancerfoundation.org](mailto:enquiries@internationalcancerfoundation.org)

#### **3. Timelines**

- Please refer to the fellowship webpage on the ESMO website and ICF website for deadlines.
- Outcome notification will be sent by email approx. 2 months after the deadline.

#### **4. Submitting your application**

- If you saved a draft of your application, you can retrieve it by returning to the online application page for the fellowship you are applying for and entering your myESMO login details.
- You cannot make changes to an application once it has been submitted. To request changes, [contact the ICF via 'contact us'](#) (select category 'ICF') clearly stating the details you would like to change or uploading the attachment to be replaced.
- In case you wish to withdraw your application: inform the ICF as soon as possible by email to [enquiries@internationalcancerfoundation.org](mailto:enquiries@internationalcancerfoundation.org) stating your name, type of fellowship and your reason for withdrawal.



## 5. Criteria for applicants

All below criteria must be fulfilled by applicants:

- Be proficient in English and have knowledge of local language of country where Fellowship will be performed
- Be an oncologist or in training to become an oncologist, with at least two years of clinical experience in internal medicine or medical, radiation or surgical oncology (experience at the expected start time of the fellowship project)
- Fellowships with a duration of 8 weeks will be prioritized. In case a shorter visit is approved by ICF, the grant amount will be proportionally reduced.

## 6. Details and documentation to be included

You will be asked to submit the following information in the online form:

- Personal details: contact details, date of birth, country where you are currently working
- Details about the home and host institutes
- CV – including work experience, education and training, clinical trial participation, details of any other languages spoken, publications and published abstracts.

Documents to be uploaded:

- a. Recommendation letter from your home institute
- b. Acceptance letter from the host institute (if you have identified a host institute) – including a description of the programme for the visit. If no host institute has been identified, a letter from the applicant should be uploaded indicating the host institute they would like to visit, along with details of what they would like to focus on during the visit
- c. Motivation letter

***See below for more details about each element to be uploaded***

### **a. Recommendation letter:**

Letter of recommendation from the candidate's department head/mentor or supervisor

- maximum of one A4 page in arial font, with a minimum font size of 11pt, preferably pdf format.
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
  - attest the applicant's proficiency in the working language at the proposed host institute and/or in English
  - confirmation that the applicant has the required work experience for the fellowship in question (see point 5 above)
  - confirm the level of institutional commitment to the applicant's career development

### **b. Acceptance letter (if a host institute has been identified):**

Letter of acceptance from the person responsible for the clinical unit visit at the host facility confirming their agreement to accept the fellow and dates of the proposed visit.

- maximum of four A4 pages in arial font, with a minimum font size of 11pt, preferably pdf format.
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
  - name of fellow
  - intended start date of visit and confirmation that the fellow will carry out the



- fellowship at the institute assurance that the host institute will provide adequate facilities and support for performance of the proposed work.
  - the reason why he/she is an ideal candidate
- c. The letter should include a description of the programme for the visit, giving an overview of what will be covered over the eight-week visit, providing as much detail as possible including intended structure of the mentor interaction, skills and knowledge the fellow will acquire during the stay.
- d. **If you are unable to identify a host institute:**  
Candidates are encouraged to identify and make contact with a host institute and supervisor. Should this prove difficult, the ICF will be pleased to identify a host institute and mentor from the list of institutions who have indicated their willingness to host a fellow (considering the list of institutions [here](#) on esmo.org). Candidates are asked to:
- Indicate preferred institution they would like to visit
  - Details of what they would like to cover over the eight-week fellowship and skills and knowledge they hope to acquire
  - Preferred dates for the visit (subject to agreement with the host institution and mentor)
- e. **Motivation letter:**  
The applicant's personal motivation for seeking the fellowship in question. Must be prepared by the applicant.
- maximum of one A4 page in arial font, with a minimum font size of 11pt, preferably pdf format
  - must be written in English and signed and dated by the applicant
  - must include the following:
    - personal motivation for applying for the Clinical Unit Visit Programme
    - explanation of what they expect to learn and details of how the acquired knowledge will be used on return to the home institute and/or country.

