

PSAD-Sanofi Travel Fellowship

The PSAD-Sanofi Travel Fellowships enables a PhD student or post-doctoral researcher to travel and stay at another institution in order to learn specific techniques or skills required for the advancement of their psychosocial diabetes research project and not available at their home institution. The home and/or the host institution must be based in Europe or North-America, both must be non-profit and each must be in a different country. Applicants must be a member of the PSAD and employed at their home institution during their award.

The duration of the stay may be **up to 3 months**. The Fellowship is for **up to Euro 8,000**.

The following regulations will apply:

- Applications may be made by any current member of the PSAD, currently either in a PhD or post-doctoral programme. Fellows may not hold a permanent appointment.
- Applications detailing a specific project and including a letter of support from their PhD supervisor or manager (post-doctoral researcher) and host institution, should be made to the PSAD Executive Committee, which together with a representative of Sanofi will review the applications.
- The successful applicant must travel to the host institution within **6 months** of receipt of the Award.
- The funds must be transferred into a European or North-American institution.
- The successful applicant is expected to provide a written report and confirmation of stay from the

host institution within a month of return to the home institution or by 15th May 2019, whatever date comes first.

- The awardee should also be willing to present aspects of their research at a scientific meeting sponsored by Sanofi and at the following PSAD meeting.

Applications for this Fellowship must be submitted by email to the Honorary Secretary of the PSAD (Dr. Andreia Mocan; andreiamocan@gmail.com) by 1st September 2018 before 18:00 (CET).

Application Instructions

To apply for the PSAD-Sanofi Travel Fellowship, please provide the information detailed below.

Section 1: Fellowship Information

In this section you should indicate (max 250 words):

- The skill or technique to be learned and its purpose for your project.
- Total budget requested (max Euro 8,000)
- 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.

Section 2: Financial Support

In this section you should submit the following information:

- Whether you also applied or are planning to apply 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 the PSAD will be withdrawn.

Section 3: Budget

- In this section you need to provide a detailed budget (expected costs) for your stay using the budget table below.
- **Note:** This fellowship **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).

Budget Table

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 _____
TOTAL BUDGET REQUEST May not exceed €8,000	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 and indicate this exchange rate here: _____
- The total budget submitted must match the total being requested from the PSAD.
- Your **total may not exceed Euro 8,000.**
- **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 budget table separates costs for accommodation and the remaining living expenses.
- **IMPORTANT! Do not** deviate from this format, any budgets not submitted in the correct format will not be reviewed.

Section 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 Executive Committee may on occasion and at its discretion recommend an award in a lesser amount considered more appropriate for the proposed travel.

Section 6: Applicant

In this section you are asked to:

1. Enter your contact details (name, institution, institutional address, phone and email address)

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.

2. Provide a statement addressing the following questions (max 3 pages, Arial 12):

- (i) which specific technique(s) you want to learn during the stay;
- (ii) how your diabetes research project(s) and your home department will benefit from your stay and the technique(s);
- (iii) why you specifically chose your host institution to learn this technique.

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 diabetes research project and that is not available at your home institution.

3. Provide a biographical sketch containing the following information (max 1.5 pages, Arial 12):

- (i) Date and place of birth
- (ii) Date and nature of present appointment
- (iii) details of your education and employment in **reverse chronological order** including name / location of college or university, field of study, highest degree and year conferred
- (iv) Research and/or professional experience (in reverse chronological order)

(v) Present Position and previous employment(s) (if applicable) and experiences (if applicable)

(vi) Honours (if applicable)

(vii) Publications (in reverse chronological order). Max 3 pages. Please highlight publications pertinent to this application. If a complete list of publications exceeds 3 pages, choose those most pertinent to this application.

(viii) 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 PSAD-Sanofi Travel Fellowship Programme if this travel award is funded.

IMPORTANT! Please note that to apply for this Fellowship, you must be a **member of the PSAD**.

Section 7: Host

Please provide the name and contact details of your host.

Section 8. Support letters.

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.

Please send your signed application letter along with a **letter of recommendation** from the **Head of Department** at your **current place of work (home institution)**, and a **letter of invitation from the host institution** to the Honorary Secretary Dr Andreia Mocan, andreiamocan@gmail.com. The support letters must be dated and printed on institutional letterhead.

The deadline for the application is 1st September 2018 at 18.00 CET. Applications received after this deadline **will not be forwarded to the reviewers!**