

# Observership Grants

## Application Guidelines

### Overview

EUROSPINE members can avail of competitive grants towards Observerships of up to 14 days. This Observership is done with any EUROSPINE member to gain valuable experience. The Observership recipients will be granted a stipend of €1,500.

### Application

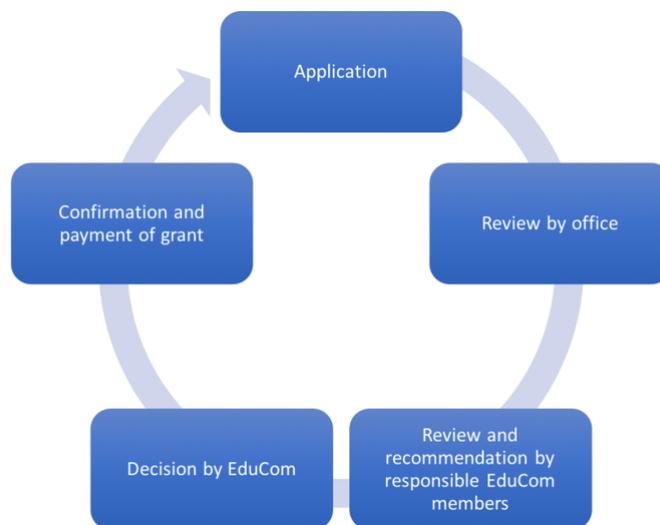
1. The Observership grant is open to full members and young members of EUROSPINE and to those that have submitted full/young and complete membership applications.
2. One application to one centre will be accepted per applicant per application cycle. Applicants providing multiple applications will be disqualified for that cycle.
3. The application must include the following information and documents:
  - a. the planned length of Observership, including proposed start and end dates
  - b. the goal of the Observership and a description of how to attain that goal (educational methods and content, e.g. procedures that will be performed during the visit)
  - a. an up-to-date CV in English.
  - b. a letter of intent/motivation letter indicating the type of Observership, what the applicant intends to learn from the Observership and why the Observership is relevant for their training.
  - c. a letter from the applicant's hospital head of department that if the Observership is accepted, the applicant will be given the permission to attend (paid or unpaid).
  - d. a letter from the Host specifying that they will welcome the Observership grant recipient, agree on the dates and duration of the Observership, agree on the set objectives and that they will ensure they are available during the whole duration of the Observership.
  - e. the applicant must have already published one abstract for one of the major European spine meetings or have a publication in a major Spine Journal. A copy of the abstract must be provided.
4. Once an Observership grant has been received, Observership grant recipients can only apply for a new application after three years.

## Process

1. Applicants must submit their applications by midnight on the day of the application deadline, as described in in the application cycle and timeline. Applications that are submitted after the application deadline will be reviewed during next application cycle.
2. Applications that are complete will be compiled and forwarded to the Observership Reviewers for their assessment. In case of an incomplete application, applicants will be given the opportunity to complete it for the next application cycle.
3. Qualified applicants will be selected based on application criteria versus number of grants available during the application cycle.
4. All applicants will be informed via email of the decision.
5. EUROSPINE will provide a certificate of attendance once all criteria are met, the feedback form documents are completed and a short report is received. The grant stipend will be given on the specified dates at each application cycle.

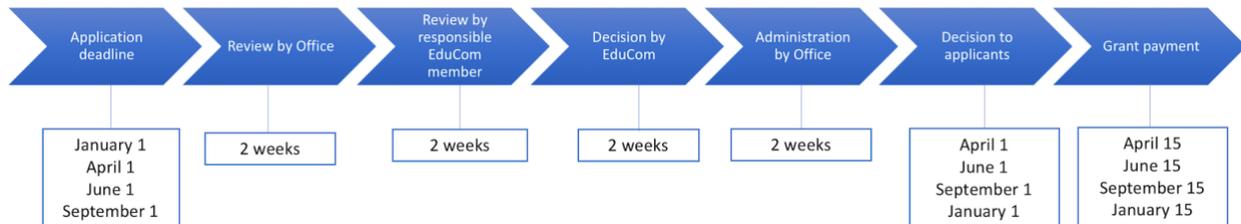
## Application cycle and timeline

1. The below describes the application cycle. The duration of an application cycle is three months. An applicant who applies for the January 1 deadline can expect a response on April 1. The Grant amount will be paid at the latest two weeks after the decisions has been convened to the Observership grant recipient. Applicants should therefore ensure that their Observership takes place after the grant decision and payment is expected.



2. There are 4 application deadlines per year:
  - a. January 1
  - b. April 1
  - c. June 1
  - d. September 1

3. Grants are paid 4 times per year:
  - a. April 15
  - b. June 15
  - c. September 15
  - d. January 15



4. For each of the 4 applications cycle, a maximum of 5 proposals will receive the Observership Grant.

### Observership Grant Recipients' Responsibilities

Grant recipients are responsible for the organisation of the Observership including:

1. Contacting the Host of the Observership
2. Getting agreement from the Host on:
  - a. The Observership dates
  - b. The Observership duration
  - c. The Educational Goals
  - d. The Educational Content
  - e. The Educational Methods (e.g. Procedure that will be performed during the Observership)

In this respect, we recommend that the application timeline and cycle is taken into account when organising the Observership.

3. Attending the Observership
4. Arranging and paying for all travel and accommodations accordingly.
5. Arrange with the Host all files related to safety and vaccinations valid for the hospital.
6. Spontaneously complete and send the Observership report to EUROSPINE Administration no later than 30 days after the end of the Observership. Failure to do so may result in grant recipient being banned for receiving Observership Grants for 5 years.
7. Ensure Host provides their report to EUROSPINE Administration no later than 30 days after the end of the Observership.

### Observership Hosts' Responsibilities

1. The Host must be a member of EUROSPINE.
2. The Host must agree with the Fellow on
  - a. The Observership dates
  - b. The Observership duration
  - c. The Educational Goals
  - d. The Educational Content
  - e. The Educational Methods (e.g. Procedure that will be performed during the Observership)

In this respect, we recommend that the application timeline and cycle is taken into account when organising the Observership.

3. The Host is expected to treat the Fellow as a "Special Guest" and to prepare the staff for his/her arrival.
4. The Host must ensure he/she will be present and available for the Observership grant recipient throughout the whole duration of the experience.
5. The Host is expected to provide the best educational experience possible for the Observership grant recipient.
6. The Host must provide an Observership short report to EUROSPINE Administration no later than 30 days after the end of the Observership.