

# Observership Grants

## Application Guidelines

### Overview

EUROSPINE members can apply for competitive grants towards Observerships of up to 14 days. Observerships can be 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 EUROSPINE members who do not have any outstanding membership fees.
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. Applications and supporting documents are only accepted in English.
4. The application must include the following information and documents as set out below and in the online submission form available on the EUROSPINE website:
  - a. The planned length of Observership, including proposed start and end dates.
  - b. The goal of the Observership and a short 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.
  - 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 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 done a presentation in one of the major European spine meetings or have a publication in a major Spine Journal. A copy of the abstract or publication list must be provided.

5. 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 full application adhering to the deadlines set out on the EUROSPINE website. Applications that are submitted after the application deadline will not be reviewed and must be re-submitted for the next cycle.
2. Applications that are complete and meet the eligibility criteria will be compiled and forwarded to the Observership Reviewers for their assessment. Incomplete applications must be re-submitted at 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. We aim to transfer the stipend payment to grantees no later than two weeks after confirmation of acceptance.
6. Grantees arrange their Observership and complete this with the host centre.
7. Upon completion of the Observership, grantees must complete an evaluation report and submit this to EUROSPINE, no later than 30 days after the completion of the Observership. Details on completion of the evaluation report will be shared when applications have been confirmed.
8. A certificate of attendance will be provided once all criteria as stated in the Observership Application Guidelines are met. This includes the completion and submission of the evaluation report.

### Application cycle and timeline

1. The below figure 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 decision has been conveyed to the Observership grant recipient. Applicants should therefore ensure that their Observership takes place after the grant decision and payment is expected.

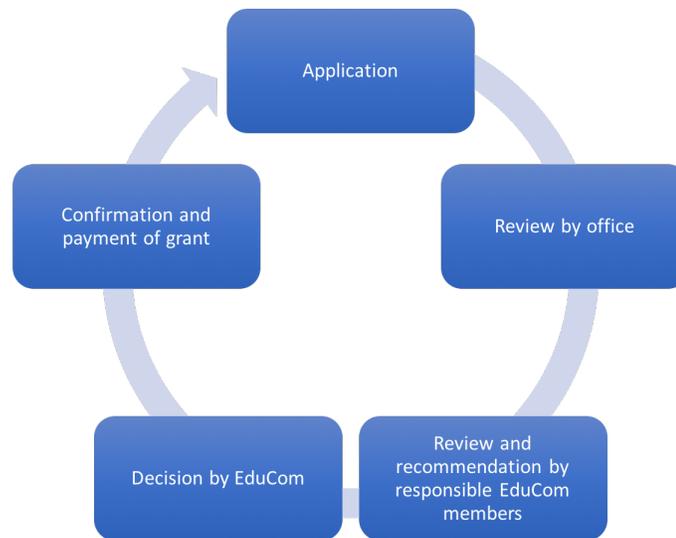


Figure 1: Application Process

2. There are 4 application deadlines per year:
  - a. 1 January at 23:59 CET
  - b. 1 April at 23:59 CEST
  - c. 1 June at 23:59 CEST
  - d. 1 September at 23:59 CEST
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 application cycles, a maximum of 5 proposals will receive the Observership Grant.

### Observership Grant Recipient 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 accommodation accordingly.
5. Arrange with the Host all files related to safety and vaccinations valid for the hospital.
6. Completion and submission of an evaluation form, no later than 30 days after the end of the Observership. Details will be provided to Observership recipients by the Education Team, upon successful confirmation of the Observership grants. Failure to submit the evaluation form may result in withholding the attendance certificate provided by EUROSPINE and the grant recipient being banned for receiving Observership Grants for 5 years.

### Observership Host 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 are taken into account when organising the Observership.

3. The Host is expected to treat the Fellow respectfully and in accordance with internal rules, and to prepare staff for their arrival.
4. The Host must ensure that they are 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.