

ISDF Travel & Research Fellowship Instructions

1.1 Background of the ISDF Early Career Travel & Research Fellowship

The International Symposium on the Diabetic Foot is a quadrennial meeting in which the many diverse areas of lower limb complications in diabetes mellitus will be covered, ranging from basic science to daily clinical practice. In this meeting the most current insights on all the relevant aspects of the diagnosis and management of lower limb complications in diabetes mellitus are shared. In order to stimulate further research and the career of promising scientists in this area, the ISDF Foundation created a Travel & Research Fellowship. This fellowship will help a promising early-career researcher to travel and to carry out a specific research project in another research centre in order to gain new techniques, skills and expertise as well as cultivating between centre collaboration. The aim is that by receiving this unique fellowship, the scientific career of the awardee in the area of diabetic foot ulceration and related lower limb complications is facilitated. The current 2023 fellowship has been made possible by an unrestricted grant of Urgo Medical. Urgo Medical has no role in the selection and review process.

2.1 Remit

Your visit must be used to perform a specific research project and to develop a research technique and/or obtain new skills that cannot be obtained in the institution you are currently working in. The project must have clear relevance for lower limb complications of diabetes mellitus, in particular related to the prevention, development or management of diabetic foot complications. It should also benefit your home institution as well as your own research career. International collaboration is preferred over national collaboration.

2.2 Eligibility

You can submit an application if you fulfil the following conditions:

- You are a PhD student, post-doctoral fellow, clinician, podiatrist or study nurse who has worked 1-6 years as investigator in a recognised research centre and/or health care institution;
- You have published as first author two or more scientific publications in international, peer-reviewed, journal(s) on complications of diabetes;
- You are 40 years old or younger at the moment of the application;
- Both basic scientists and researchers with a health care background can apply
- Your 'home institution' must guarantee that after finishing the project in the institution you visit, your position as researcher will be continued for at least 5 months and your salary will be paid for;
- After you have been selected as awardee, you will present a brief overview of your project during a 10-minute presentation as part of the Young Investigator track during the ISDF 2023, 10-13 May, The Hague. The ISDF will reimburse the conference registration fees of the awardee.

We are not able to suggest suitable host institutions, you are responsible for arranging the visit. Although projects are usually undertaken in one subsequent period, the fellowship may be used for two separate visits/periods (in total a minimum of 4 months), where this has a strong justification.

2.3 What is funded?

The duration of your visit should be at least 4 months. The fellowship should cover salary for the position of the applicant in receiving institution and travel costs, if needed additional costs such as housing can be included. The maximum amount of the total costs applied for should not exceed 20,000 EUR.

Funding will not be provided for:

- Food and drink costs;
- Attendance of conferences or lectures;
- Visits that have already taken place, or are underway or are already subsidised

2.4 Assessment procedure and Criteria

Your application will be evaluated anonymously and rated by a panel of experts in the field. The application with the highest rating will be selected. You can expect a fair, unbiased assessment of the application that you submit.

2.5 Applications are reviewed on the following areas:

- CV of the applicant;
- Relevance and quality of the project - does it have strong research merit in the field of diabetic foot complication; are the aims, methods and analyses well described?
- Feasibility - are the project aims and schedule realistic?
- Quality of the host institution - does it have the relevant expertise and resources?
- Suitability of the applicant - will the applicant be able to make the most of this visit?
- Benefit for the applicant: - will the fellowship be a boost for the career of the applicant?
- Benefit for the home institution - will the fellowship be a boost for the institute?
- The justification of the budget - is budget justified and are the expenses reasonable?
- Is after conclusion of the visit the position, as PhD, post-doc researcher or research nurse/podiatrist, guaranteed for at least 5 months in the centre where the applicant is currently working?

2.6 Finances

After the fellowship is awarded, 50% of the approved budget will be transferred to the account of the applicant or another account selected by the applicant. One month after start of the project 25% will be paid after formal notification of the start of the project by the receiving institution, accompanied with three photographs showing the receiving team with the applicant and workplace (to be used for marketing purposes, on the Social Media channels of ISDF). The last 25% will be paid at the end of the project after receipt and approval of a report that includes the aims, methods and results obtained as well as a description if and how this project was of value for the applicant's career. Also this report should contain a detailed justification of the budget. In addition, both host and home institution should notify ISDF in a formal letter that the awardee has visited the host institution.

Please note that the amount subsidised includes any taxes that have to be paid by the awardee. It is the awardees responsibility to comply with any tax rules that apply.

3.1 Personal details

Please include your full name, address, mobile telephone number and the email address that will be used in all correspondence relating to the application.

3.2 Professional details

This section should include your CV and description of:

- the current post that you hold, which must be within the field of the diagnosis and management of lower limb complications in diabetes mellitus the kind of research you are involved in
- the characteristics of the team and the institution you are working for
- your degree qualifications, including any which have not yet been completed. . This should include the start and end dates, the supervisor(s) and their specialism, with the title of a thesis if applicable;
- any relevant experience, including short-term and voluntary positions
- a list of a maximum of 8 scientific publications. You can include papers which are under review, as long as this is made clear. Please note that at least two papers should be on complications of the foot in diabetes mellitus and that were published in scientific peer-reviewed international journal(s). Make sure that you check each reference for accuracy.

3.3 Research project description and visit details (maximal 1.000 words)

This is the most important section of your application and should be carefully prepared. You should provide the details of the institute and supervisor that have agreed to host you. If you will be supported on your visit by more than one scientist, then please include all the relevant contacts. Your proposed visit dates may be provisional at the time of application, but they should still be precise.

Choose a project name that summarises your research plan. The project should address an aspect of diabetic foot related complications. Both basic science and clinical projects can be submitted. The aims, methods and analyses should be well described as well as the implications of the results that will be obtained.

We recommend that you ask for input and advice from your group leader and other experienced scientists, as this will help you to write with concision and clarity. However, make sure that the proposal is written in your own words. Any references must be included within the word limit, and should be listed in the Vancouver style.

3.4 Motivation of your research proposal (maximal 300 words)

This should cover the following:

- What is your current research focus?
- Why are you suitable for this fellowship?
- What are your career ambitions?
- What specific experience, skills or expertise you will gain by performing this project?
- Why have you chosen this specific institution to visit?
- What are the benefits are for the institution you are currently working (the 'home institution')?

3.5 Finance details

You should take time to think about the costs that you will incur from undertaking your proposed project. It is important that this section is accurate, detailed, and clear. You should read the paragraph on ‘what is funded?’ (Section 2.3) to help you understand what costs you can include.

Use the table to provide a breakdown of the anticipated costs. You should use the proposed start and end dates from the visit details section to help you estimate the costs accurately. If the prices that you find are not in Euros, also use the current conversion rate and include these amounts in the details column. The maximum that you can request is 20,000 EUR.

If you have already secured additional funding to cover a portion of your costs and/or the costs of extension of your stay, give the details under ‘other funding sources’. You need to send a PDF letter confirming any additional funding when you submit your application. If the projected costs of your project exceed the amount that you have requested, then you should explain how the difference will be covered to enable you to undertake the trip and perform the research project if you receive the ISDF Fellowship.

3.6 Supporting letters

As well as a completed application form, you need to submit a letter of support from both your home supervisor and your proposed host supervisor. Each letter should include the following:

- Full name and signature of the supervisor
- Brief description of the work to be undertaken
- Confirmation of the training and support that will be provided

3.7 Submission

You should submit your application **before March 20, 2023**. You will be informed of the outcome before May 1, 2023.

The ISDF Early Career Travel & Research Fellowship application is comprised of at least three separate documents:

- Completed application form, as described in Section 3
- Supporting letter from your home supervisor
- Supporting letter from your host supervisor
- Optional: confirmation of any additional funding that you have already secured

All documents should be emailed as PDF attachments to tn@cap-partner.eu.