

IACR CALUM MUIR FELLOWSHIP

GUIDELINES FOR COMPLETING THE APPLICATION

Please follow these guidelines to ensure that your application is complete and can be processed without delay.

The application and supporting documents should be completed in English. In case of difficulties contact the Secretariat in Lyon before filling in the application.

Part 1 – General

1. The Home Supervisor/ Director could be your Head of Department and/or Director of your home Institute. If necessary you should get clearance from both.
2. The working language(s) of the home and host institution should be specified.
3. The title of the project proposed for the fellowship should be brief (no longer than 75 characters). Examples given below:
 - data sources
 - classification and coding
 - organisation/set up of registry - use of computers in registry
 - quality control
 - use of registry data - analysis/ reporting
4. The planned dates of visit should conform to the duration of the fellowship that is being applied for and preferably between January and June of the year following the year of application.

Part 2 - Additional Personal Information

1. Under Qualifications provide the title of the very first Degree/Diploma received, the year it was given and the Institution/University that granted the same. This should be followed by subsequent degrees/diplomas acquired.
2. Under Previous positions list the three most (not the present) recent past employments with details of Name of employers/institution and calendar years worked.
3. Then state the various courses/workshops/ conferences etc. on cancer registration that you have attended in the past three years. State the name of the event, place held and dates.
4. List all awards (dates with duration and name of host institute) that you have received to date.
5. The following supporting documents should accompany your application:
 - a) The curriculum vitae should provide details of your qualifications (school, college, university etc.), work experience, list of publications if any, awards received, conferences/ seminars/ workshops etc. attended and any other relevant information.

- b) The job description should be not more than 300 words and give your exact work specification, your specific expertise if any in handling registry work/data as well as your responsibilities.
 - c) The project description should include your overall and specific objectives, its relevance to the work that you are doing and the reason for choosing the specified host institution.
6. The cost estimates should indicate the cost of the least expensive mode of travel (to and fro) and the cost towards board and lodging which should be established in consultation with your host supervisor. Any support by either home or host institute should be indicated here.

Part 4 - Home Institute's Release

The Home Institute's Supervisor or Director should certify and sign this part of the form

Part 4 - Host Institute's Support

The Host Institute's Supervisor or Director should certify and sign this part of the form.