

# SOP FOR ESPN TRAINING GRANT

## CONTENTS

1. Overview
2. Details of the grant
3. Call for applications
4. Application process
5. Communicating results
6. Reports of funded projects

## 1. OVERVIEW

ESPN has a long standing history of awarding training grants for their young members. At the Spring 2021 ESPN Council meeting, ESPN council decided to support more early-career clinicians working in the field of paediatric nephrology by offering three training grants per year. The awards are open to ESPN members only and the amount of funding granted to successful candidates will be 500 euros per month for a maximum training period of 6 months. The funding will be transferred to winners at the end of the training experience and after receiving the final report.

A grant application call is made via members' emailing and on the ESPN website. The applications are reviewed by 2 internal (ESPN Council) reviewers and the President. If an internal reviewer has any connection to a grant application, they must demit from their internal review role at the earliest opportunity. The president may then appoint a replacement internal reviewer.

Winners are contacted by email and are announced at our ESPN website.

## 2. DETAILS OF THE GRANT

- i. Training grants have as their main goal to develop and enhance the training standards of our current and future trainees all over Europe.
- ii. Clinical experiences in the hosting centres must be supervised by faculty physicians who themselves are experienced and highly skilled experts in Paediatric Nephrology. Moreover, the candidate must clearly describe their selection criteria with regards to this traineeship and the centre they are applying for. For the above reasons, both the candidate's home centre as well as the hosting centre who will eventually welcome the trainee play an important role in the selection process.
- iii. The prospective fellow sends a short description of their goals in visiting this particular teaching centre, and if they will get involved in a specific clinical research project during their fellowship. Fellows who are going to participate in clinical research projects will be favourably considered.
- iv. All applications will be evaluated by 3 internal reviewers (the President & 2 more ESPN council members) and awards will only be given to top-ranking applications.
- v. Unsuccessful candidates from previous years may re-apply with a revised application so as to be re-considered. The candidate has the right to re-apply with proposing another hosting centre or another project in the same centre.
- vi. Training grants will not normally be awarded more than once to the same individual.
- vii. Current members of ESPN Council cannot apply for this grant.
- viii. The duration of grants can be variable based on needs, but maximum duration is up to 6 months.

### 3. CALL FOR APPLICATIONS

- I. Deadlines for applications are 1st September and 1st February each year so the applications can be discussed at ESPN council meetings which are held in February-March and September-October. The decisions will be shared with applicants within two weeks of the ESPN council meeting. Please bear in mind that the application needs to be sent at least 6 months before the starting date of the traineeship.
- II. A reminder call for applications will be made via the [training grants webpage](#) of the ESPN website and also via specific emailing to all ESPN members twice per year.
- III. The training grants are mainly to support young (< 40 years old) paediatric nephrologists. However, there is no age limit if there is a specific educational need for this traineeship, so all applications will be considered.

### 4. APPLICATION PROCESS

- i. For the application process a previously agreed-upon [standardised form](#) will be used by the candidate. This form will cover the following aspects that shall be considered by the reviewers:
  - Clearly defined aims for applying for a training grant (please define the selection criteria for choosing the specific centre you are applying for)
  - How will this traineeship be relevant to the candidate's clinical practice in the future
  - Clinical research project performed in the hosting centre (research plan and feasibility in proposed time)
  - Please mention if there is going to be any contribution to improving the standards of local practice after this traineeship
  - Scientific profile of the applicant

The President will propose two Council members to act as internal reviewers. Reviewers will evaluate every single aspect in the candidate's application.

Apart from the standardised form including the above details, the candidate should include in their application the below documents:

- 1) Curriculum vitae
- 2) Reference letter from the candidate's current supervisor
- 3) Letter of acceptance from the hosting centre
- 4) Details of the traineeship (e.g. weekly/monthly duties of the prospective candidate). The candidate could attach the clinic's program and precise in which duties they will participate (if not all).

All documents should be sent to the President Prof. Dieter Haffner (email: [haffner.dieter@mh-hannover.de](mailto:haffner.dieter@mh-hannover.de)) and the Young Paediatric Nephrology Network Coordinator Dr. Evgenia Preka (email: [evgenia.preka@gmail.com](mailto:evgenia.preka@gmail.com)).

For further information with regards to clinical attachments and support in the application process please do not hesitate to contact the Young Paediatric Nephrologist Network Coordinator (Dr. Evgenia Preka, email: [evgenia.preka@gmail.com](mailto:evgenia.preka@gmail.com)).

### 5. COMMUNICATING RESULTS

- i. The candidate will be informed of the results within two weeks after the ESPN council meeting.
- ii. All applicants (both successful and unsuccessful) will receive a written confirmation by email and reviewers' comments.

## 6. REPORTS OF FUNDED PROJECTS

- i. [A training report](#) should be completed at the end of the training period by the trainer and trainee and sent in by the trainee with a copy of the application form.
- ii. Training reports will be presented to the council.
- iii. The president and the YPNN Coordinator will be responsible for contacting grant holders to request reports if not delivered in time.
- iv. Funded projects are requested to acknowledge ESPN funding with indication of the grant number in any publication emerging from the project for 5 years after initial funding.
- v. Successful applicants might be requested to give a short description of their experience that will be published on the ESPN website.