

GenoMEL Exchange Programme (GEP) 2008

Application Guide version 2

Thank you for your interest in the GenoMEL Exchange Programme (GEP).

This year the GEP is offering 3 positions for research projects on melanoma genetics: 2 molecular projects, plus 1 clinical or epidemiological project. Exchanges last 4-12 weeks, depending on the project proposal.

Applications are considered competitively based on CVs, publications, and project proposals. Specifically, project proposals are judged on:

- Scientific merit – What is the value and feasibility of the proposal?
- Relevance – What is the relevance of the proposal to the overall aims and commitments of GenoMEL?
- Potential Impact - How will it promote integration among GenoMEL teams, and spread excellence within GenoMEL and from GenoMEL to the outer world?

Priority is given to junior researchers.

Funding:

The program reimburses up to 500 euros/week for living expenses and up to 1,000 euros for travel to the host institution; in exchanges requiring intercontinental travel a higher limit may be considered. In addition, up to 8,000 euros are available to cover the cost of lab supplies for molecular projects.

Deadline:

The application deadline is **July 8th 2008**. Further applications from previously successful applicants will be considered, but only where the applicant can demonstrate significant achievements in their previous exchange.

The review process takes approximately 3 weeks.

Note: A new exchange fund has been established to support short exchanges (up to 4 weeks), training workshops, seminars, conference/course attendance, public engagement activities, and other similar undertakings; for more information, please refer to the GenoMEL Exchange Fund (GEF) 2008 Application Guide at <http://www.genomel.org/english/exchangeProgramme.htm>

Before you apply:

1. Download the Application Form from the GenoMEL website. (<http://www.genomel.org/english/exchangeProgramme.htm>).
2. Select the Host Institution where you would like to spend your training period.
3. Get in touch with the contact person at the Host Institution to discuss your research project. Remember that Hosts are under no obligation to agree to an application.
4. Once you have obtained the Host Institution's support, write your research proposal.
5. Obtain the Letters of Agreement required (see below).
6. If you are applying for a molecular training position, compile a detailed list of the lab materials you will need and the associated cost breakdown.

The Application Package:

1. Application Form

- Fill out and sign the Application Form.
2. Curriculum Vitae
Submit a short CV, no longer than two pages.
 3. List of publications
Compile a list of all your publications.
 4. Project Proposal
Your project proposal should be no longer than two single-spaced pages; it should clearly state your project's rationale, aims, methods, and feasibility.
 5. Letters of Support
Obtain a signed Letter of Support from the Host Institution contact person and one from the GenoMEL team leader at your Parent Institution. The letters must state support to the exchange taking place, and to the arrangements detailed in the [Financial Arrangements](#) below. The letter from your GenoMEL team leader must also include a character reference and a review of your qualifications to carry out the project or to learn the methods required.
 6. List of lab materials (molecular projects only)
Provide a list of the supplies you will need and the associated cost breakdown.

Application materials should be emailed **by July 8th 2008** to the GEP Administrator:
Linda.Battistuzzi@unige.it.

FAQ

- *How can I find out whether my application has been accepted?*

If your application is successful you will be notified by email approximately three weeks after the submission deadline. The names of successful applicants will also be posted on the GenoMEL website.

- *When must my exchange period start?*

Exchange periods should start as soon as practicable once the successful applicants are announced. Delays should be discussed with the GEP Administrator.

- *Will the grant be paid in advance or in arrears?*

The grant is a reimbursement (see the **Financial Arrangements** below). However, the GEP encourages the institutions involved to assist with upfront costs whenever possible.

- *What expenses are eligible for reimbursement?*

You will be reimbursed for travel to the host institution and living expenses abroad, such as accommodation, local transportation, and meals. Original receipts are required for all reimbursable expenses. The final decision as to which costs are eligible rests with your host or your employing institution.

- *Can the GEP cover the cost of insurance?*

If you are an EU national, you are already entitled to basic healthcare within the EU and certain states. To take advantage of this you need to obtain a European Health Insurance Card before travelling. You should still examine your need for any health insurance beyond this basic entitlement. If you are not an EU national, or will be travelling outside Europe, we strongly recommend you take out appropriate personal health insurance for the period you will be abroad. You should also consider the need for travel insurance and personal belongings insurance.

The cost of insurance might well be eligible for reimbursement but you will need to check with the relevant institution (either the host or your employing institution).

- *What about visa requirements?*

Visas are a complex issue and require specialist advice. For specific information, we recommend you contact the closest embassy or consulate of the country you will be travelling to.

- *Where can I find my Host Institution contact person's e-mail address?*

This is the complete list of Host Institutions and Contact Persons:

Epidemiological research

- University of Leeds, Leeds, UK: Julia Newton-Bishop – j.a.newton-bishop@leeds.ac.uk
- Queensland Institute of Medical Research, Brisbane, Australia: David Duffy – David.Duffy@qimr.edu.au
- Westmead Institute for Cancer Research, Sydney, Australia: Graham Mann – gmann@mail.usyd.edu.au
- INSERM, Evry, France: Florence Demenais - demenais@evry.inserm.fr
- Karolinska Institute, Stockholm, Sweden: Johan Hansson - johan.hansson@onkpat.ki.se
- University Hospital, Lund, Sweden: Hakan Olsson - hakan.olsson@onk.lu.se / Christian Ingvar - christian@ingvar.com
- University of Pennsylvania, Philadelphia, Pennsylvania, USA: Peter Kanetsky - pkanetsk@cceb.med.upenn.edu
- Huntsman Cancer Institute, Salt Lake City, Utah, USA: Lisa Cannon-Albright - lisa@genepi.med.utah.edu
- Tel Aviv University/Sheba Medical Center, Israel: Esther Azizi – esaz1@post.tau.ac.il
- National Cancer Institute, Bethesda, Maryland, USA: Alisa Goldstein - goldstea@exchange.nih.gov
- Institute of Oncology, Ljubljana, Slovenia: Maja Primic-Rakelj - mzakelj@onko-i.si

Clinical research

- University of Leeds, Leeds, UK: Julia Newton-Bishop - j.a.newton-bishop@leeds.ac.uk
- Leiden University Medical Center, Leiden, NL: Nelleke Gruis - gruis@lumc.nl
- Westmead Institute of Cancer Research, Sydney, Australia: Richard Kefford - rkefford@nsw.bigpond.net.au
- Hospital Clínic i Provincial de Barcelona, Spain: Susana Puig - SPUIG@clinic.ub.es
- Karolinska Institute, Stockholm, Sweden: Johan Hansson - johan.hansson@onkpat.ki.se
- University Hospital, Lund, Sweden: Hakan Olsson - hakan.olsson@onk.lu.se / Christian Ingvar - christian@ingvar.com
- Huntsman Cancer Institute, Salt Lake City, Utah, USA: Sancy Leachman - sancy.leachman@hci.utah.edu / Lisa Aspinwall (psychology) - lisa.aspinwall@psych.utah.edu
- Tel Aviv University/Sheba Medical Center, Israel: Esther Azizi - esaz1@post.tau.ac.il
- Pomeranian Medical University, Szczecin, Poland: Jan Lubinski - lubinski@sci.pam.szczecin.pl
- Institute of Oncology, Ljubljana, Slovenia: Marko Hocevar - mhocevar@onko-i.si

Molecular research

- University of Leeds, Leeds, UK: Julia Newton-Bishop - j.a.newton-bishop@leeds.ac.uk
- Leiden University Medical Center, Leiden, NL: Nelleke Gruis - N.A.Gruis@lumc.nl
- Queensland Institute of Medical Research, Brisbane, Australia: Nick Hayward – Nick.Hayward@qimr.edu.au
- Westmead Institute of Cancer Research, Sydney, Australia: Helen Rizos – helen_rizos@wmi.usyd.edu.au
- Hospital Clínic i Provincial de Barcelona, Barcelona, Spain: Susana Puig - SPUIG@clinic.ub.es
- Dept of Oncology, Biology and Genetics, Univ of Genova, Italy: Giovanna Bianchi-Scarrà vanceci@unige.it
- Karolinska Institute, Stockholm, Sweden: Johan Hansson- johan.hansson@onkpat.ki.se

- University Hospital, Lund, Sweden: Hakan Olsson - hakan.olsson@onk.lu.se / Christian Ingvar - christian@ingvar.com
- University of Pennsylvania, Philadelphia, Pennsylvania, USA: Peter Kanetsky - pkanetsk@cceb.med.upenn.edu
 - Huntsman Cancer Institute, Salt Lake City, Utah, USA: Sancy Leachman - sancy.leachman@hci.utah.edu
 - Pomeranian Medical University, Szczecin, Poland: Jan Lubinski - lubinski@sci.pam.szczecin.pl
 - Tel Aviv University/Sheba Medical Center, Israel: Eitan Friedman - Eitan.Friedman@sheba.health.gov.il
 - TGen, Phoenix, Arizona, USA: Jeffrey Trent – jtrent@tgen.org / Kevin Brown - kmbrown@tgen.org
 - Wistar Institute, Philadelphia, Pennsylvania, USA: Meenhard Herlyn – herlynm@wistar.org
 - Institute of Oncology, Ljubljana, Slovenia: Tadej Battelino - tadej.battelino@mf.uni-lj.si
 - Institut Gustave Roussy, Villejuif, France: Brigitte Bressac – bressac@igr.fr

- *Whom can I get in touch with if I need support during the application process?*

If you have any additional questions, write to Linda.Battistuzzi@unige.it

Financial Arrangements

Applicants can belong to any GenoMEL group, including non-NoE members. Unfortunately, exchanges from a member of a non-NoE group to a non-NoE host cannot be supported. Members of non-NoE groups can go to a NoE host under Method A, and members of NoE groups can go to a non-NoE member under Method B.

Method A

Where the host institution is a NoE member -

- ❖ Up to 500 euros/week will be allocated to support accommodation and other living expenses.
- ❖ Up to 1,000 euros will be allocated to cover the cost of travel to the host institution; in exchanges requiring intercontinental travel a higher limit may be considered.
- ❖ Upon a successful application the overall amount will be transferred to the host institution.
- ❖ Additional funds (up to 8,000 euros) will be transferred for lab materials (molecular projects only).
- ❖ The exchangee will claim eligible expenses from the host.
- ❖ If the claimed expenses total less than the allocated amount, the remaining sum will stay with that institution, however, the next payment from the coordinator to that institution will be reduced by the amount of the underspend.
- ❖ The host will claim eligible supporting costs and the exchangee's expenses in their EU financial report and also claim the appropriate overheads.
- ❖ It may be possible for the host institution to book and pay for flights, etc. in advance but this will be for the exchangee and host institution to discuss.

Financial responsibilities

The GenoMEL Coordinator

- On request, to communicate with the institutions involved as to financial arrangements.

- To transfer funds in good time.

The host institution

- To communicate with the exchangee and ensure they understand the rules and regulations regarding expense claims.
- To process expense claims in good time.

The exchangee

- To ensure that both their parent institution and the host institution agree to the exchange taking place, and to the arrangements detailed here. This must take place before any application is submitted.
- To follow the host institution's rules and regulations as to the claiming of eligible expenses.

Method B

Where the host institution is a non-NoE member

- ❖ Up to 500 euros/week will be allocated to support accommodation and other living expenses.
- ❖ Up to 1,000 euros will be allocated to cover the cost of travel to the host institution; in exchanges requiring intercontinental travel a higher limit may be considered.
- ❖ Upon a successful application the overall amount will be transferred to the exchangee's parent institution.
- ❖ Additional funds (up to 8,000 euros) **may** be available for lab materials (molecular projects only). Please contact Linda Battistuzzi for more information before you apply.
- ❖ The exchangee will claim eligible expenses from their parent institution.
- ❖ If the claimed expenses total less than the allocated amount, the remaining sum will stay with that institution, however, the next payment from the coordinator to that institution will be reduced by the amount of the underspend.
- ❖ The parent institution will claim eligible supporting costs and the exchangee's expenses in their EU financial report and also claim the appropriate overheads.
- ❖ It may be possible for the parent institution to book and pay for flights, etc. in advance but this will be for the exchangee and parent institution to discuss.

Financial responsibilities

The GenoMEL Coordinator

- On request, to communicate with the institutions involved as to financial arrangements.
- To transfer funds in good time.

The parent institution

- To communicate with the exchangee and ensure they understand the rules and regulations regarding expense claims.
- To process expense claims in good time.

The exchangee

- To ensure that both their parent institution and the host institution agree to the exchange taking place, and to the arrangements detailed here. This must take place before any application is submitted.
- To inform the GEP administrator about the starting date of the exchange at least one month in advance.
- To follow their parent institution's rules and regulations as to the claiming of eligible expenses.