



Financial Guidelines for the ESPE Clinical Fellowship Grant

1. The period for a Fellowship abroad is usually 3 to 6 months. The maximum allowance for a 6 months Fellowship is 9000 Euro, and for 3 months 5,000 Euro. This amount must not be exceeded. However, the awarding committee is aware that the amount could be less due to the local expenses, travel, etc.
2. The Fellowship Grant includes one return travel fare for the entire Fellowship, reasonable accommodation rates, daily allowance, also referred to as “pocket money” (for food, local transportation, and any other reasonable expenses), visa expenses, and health insurance. If there is an important meeting during the Fellowship, it can be included in the Fellowship costs under the above rules including registration fee, and provided that the maximum amount of the Fellowship Grant is not exceeded.
3. The Fellowship Grant does NOT include expenses for family members, permanent acquisitions such as clothes, computers, etc. or for any research materials. Travel and accommodation should be arranged by the Fellow with the support of the Host. Travel costs should be reasonable and the Fellow should be supervised by the Host when making travel arrangements to ensure costs are kept to a minimum.
4. The Fellow should open a bank account at a secure, preferably international bank (not necessarily in the country of the host centre) in advance and fill in the details in the Initial Grant Request Form – Forms with incomplete details will delay payment from ESPE.
5. Fellows should send the completed and signed Fellowship Initial Grant Request Form with the Host’s approval (signed by the Host Supervisor) directly to the ESPE Office (espe@eurospe.org) and copy the Host Supervisor into the email. Any forms not signed by the Host will be returned. **This form should be submitted ONLY after the commencement of fellowship in the Host Centre** and no prior payment will be made until the start of the Fellowship in the Host Centre/Country.
6. The ESPE Office will then forward the Fellowship Initial Grant request form to the ESPE clinical fellowship secretary for approval who will then approve and send this to the ESPE Treasurer’s office for appropriate payment. 80% of the Fellowship Grant will be initially transferred to the Fellow’s account following the receipt of the grant request form.
7. At the time of completion of the Fellowship, an appropriately completed and signed Final Grant Accountability Report (including details of all the final expenses and receipts) should be submitted to ESPE Office and a copy the Host Supervisor into the email. The receipts/bills for all the expenses should be submitted except for pocket money along with report. After approval of the Final Grant Accountability Report by the ESPE Fellowship secretary, the remaining 20% of the grant money will be transferred to the fellow from the Treasurer’s office. The Fellow must also submit a completed Fellowship Report at the same time so that the final payment could be made. The fellowship completion form and the final grant accountability report should be submitted within 4 weeks of completing the fellowship.
8. Any funds left unused or without financial justification (e. g. not attending a planned meeting due to health problems, etc.) should be returned by the Fellow within 3 months of completion of the Fellowship. The remaining funds are to be returned to the ESPE bank account mentioned in the Grant Accountability Report form, with the Fellows name as the reference.

9. Details of completing the relevant forms are clearly provided in the respective forms available on ESPE website (see link below) – please do follow these guidelines and attach fully completed/signed forms or else the forms will not be processed.

<https://www.eurospe.org/grants-awards/grants/clinical-fellowship/>