

## **WHAT'S IT ALL ABOUT?**

### **INTRODUCTION**

- 1.1 PURPOSE OF THE HANDBOOK
- 1.2 ABOUT COLLABORATION FELLOWSHIPS

### **PROGRAMME GUIDELINES**

- 2.1 REMIT
- 2.2 ELIGIBILITY
- 2.3 WHAT IS FUNDED?
- 2.4 ASSESSMENT
- 2.5 POST-VISIT EVALUATION

### **APPLICATION PROCESS**

- 3.1 PERSONAL DETAILS
- 3.2 PROFESSIONAL DETAILS
- 3.3 VISIT DETAILS
- 3.4 FINANCE DETAILS
- 3.5 SUPPORTING LETTERS
- 3.6 SUBMISSION AND FEEDBACK

### **TERMS & CONDITIONS**

### **APPLICATION CHECKLIST**

## 1.1 PURPOSE OF THE HANDBOOK

The Collaboration Fellowship Handbook is a comprehensive guide to the programme. It describes what we look for in an application and explains how the process works. Any queries after reading the Handbook should be directed to Catherine Burns – [catherine.burns@eacr.org](mailto:catherine.burns@eacr.org).

## 1.2 ABOUT COLLABORATION FELLOWSHIPS

These Collaboration Fellowships are jointly supported by the **EACR** and **Worldwide Cancer Research**, two charitable organisations united by a commitment to advancing cancer science and supporting the researchers who make it happen. By bringing scientists together across borders and disciplines, we hope to spark new ideas, build lasting collaborations, and ultimately help drive the breakthroughs that will save lives.

EACR-Worldwide Cancer Research Collaboration Fellowships will support international research visits that grow out of connections made at the EACR Congress 2026 (Budapest, 8-11 June 2026). Whether the goal is to exchange skills and expertise, carry out a focused short-term project, or lay the groundwork for a joint grant proposal, these fellowships are designed to give your collaboration the time and space it needs to flourish.

Visits must be to a research lab in a different country, to promote international collaboration. European-based researchers may visit a lab anywhere in the world, while researchers based outside Europe must propose a visit to a European lab.

## 2.1 REMIT

Your visit must be based on a connection formed during the EACR annual Congress.

The collaboration should have clear cancer research relevance, and might involve:

- Sharing or receiving specialist expertise or techniques
- Carrying out a specific short-term research project
- Developing a broader collaborative research proposal

## 2.2 ELIGIBILITY

Each application should be developed in partnership by both the visiting researcher and the host researcher. **Applications must be submitted by the visiting researcher.**

The 'host researcher' refers to the contact met during the EACR 2026 Congress. It is **not** essential that the 'host researcher' is also the host lab supervisor for the project.

To apply, the visiting researcher and the host researcher must meet the following criteria at the time of the application deadline:

- Both must be EACR members
- Both must have attended the EACR 2026 Congress (Budapest, 8–11 June 2026), where the collaboration must have originated
- At least one researcher must have presented their work at the EACR 2026 Congress
- At least one researcher must have a **maximum** of 8 years' postdoctoral experience at the time of submission (excluding career breaks such as parental leave or long-term illness).
- Both must hold a current position in cancer research at a recognised institution or company
- At least one researcher should be based in Europe

If your membership is held through one of the EACR's associated National Societies, the same criteria apply.

EACR Travel Fellowships supported by Worldwide Cancer Research and EACR-Worldwide Cancer Research Collaboration Fellowships are separate programmes. EACR members may apply to each programme multiple times; however, once a member has been awarded a fellowship from a given programme, they are no longer eligible to apply to that same programme again. Recipients of one programme may still apply to the other.

### **2.3 WHAT IS FUNDED?**

Fellowships support visits of a **minimum of two weeks** (no maximum duration is set). You can apply for **up to €3500** to contribute towards travel, accommodation and/or research expenses.

Seeking additional funding sources is acceptable, but double funding of the same costs is not permitted.

#### **Funding cannot be used for:**

- Salary costs

- Food and drink
- Attendance at conferences or lectures
- Visits that have already taken place or are currently underway
- Visits to progress pre-existing collaborations (the collaboration must have originated at the EACR 2026 Congress)

You are responsible for arranging the visit and for the associated travel and accommodation bookings. Although projects are usually undertaken in one visit, Collaboration Fellowships may be used for multiple separate visits where this has a strong justification.

## 2.4 ASSESSMENT

Your application will be regarded in isolation and judged on merit. No consideration will be given to how long you have been an EACR member, or whether you are an EACR Ambassador. You can expect a fair, unbiased assessment of the application that you submit.

Applications will be reviewed by an Evaluation Panel comprised of current researchers with a range of expertise within the field of cancer research. Each eligible application will be independently reviewed by a minimum of three panel members.

Applications will be scored on these areas:

- **Suitability of the applicant** - will they be able to make the most of the trip?
- **Suitability of the host lab** - Does the host lab have the relevant expertise and resources?
- **Feasibility of the trip** - are the project aims and schedule realistic?
- **Benefit for the home lab** - will the fellowship be a boost for the home lab?
- **Benefit for the host lab** - will the fellowship be a boost for the host lab?
- **Quality and novelty of the project** - does it have strong cancer research merit and will it open up new avenues for investigation?
- **Relevance of the proposed project to the work presented at the Congress by at least one of the applicants**

## **2.5 POST-VISIT EVALUATION**

EACR-Worldwide Cancer Research Collaboration Fellows are asked to evaluate their experience following the trip. There are three elements to this process: answering a selection of reflection questions, completing a short survey, and sending a few high-quality photographs. Full guidelines will be provided along with the letter of confirmation for successful applicants.

We may use information from Collaboration Fellowship evaluations on the EACR website and in other promotional materials. Details will also be shared with Worldwide Cancer Research as the supporting organisation. If you have any concerns about the use of your data, please contact Catherine Burns at [catherine.burns@eacr.org](mailto:catherine.burns@eacr.org).

### **3.1**

#### **a) PERSONAL DETAILS: VISITING RESEARCHER**

Your application is not anonymous, so please include your full name. Please note that the details provided will be shared with the Evaluation Panel during the review process.

The EACR membership numbers of both the visiting researcher and the host are required to confirm that you are eligible to apply. The email address that you specify will be used in all correspondence relating to the application.

#### **b) PERSONAL DETAILS: HOST RESEARCHER**

Please note that 'host researcher' refers to the person with whom the connection was formed at the EACR 2026 Congress. You will need to provide the EACR membership number of the host researcher as well. Please ask them to provide it for you.

Please note that the host researcher does not necessarily have to be the host lab supervisor. Please provide in your application the position the host researcher has at the host lab. If the host researcher is not the supervisor of the lab, a separate letter of support will be required from the host lab supervisor later in the application form.

### **3.2 PROFESSIONAL DETAILS: VISITING RESEARCHER**

This section is essentially a condensed CV of the visiting researcher. We want to see basic information about the current post that you hold, which must be within the field of cancer research. Detail your degree qualifications, including any which have not yet been completed. This should include the start and end dates, the supervisor(s) and the specialism, with the title of a thesis if applicable. Outline any relevant experience,

including short-term and voluntary positions. Include a maximum of 10 publications, which should be fully referenced. You can include papers which are under review, as long as this is made clear. Make sure that you check each reference for accuracy.

### **3.2 PROFESSIONAL DETAILS: HOST RESEARCHER**

This section is essentially a condensed CV of the host researcher. Please contact the host researcher to get these details. It is the applicant's responsibility to provide correct and up to date professional details of the host researcher and to obtain consent to share these details with the EACR and with reviewers for the purpose of the Collaboration Fellowship. We want to see basic information about the current post that the host researcher holds. Whilst this is expected to be within the field of cancer research, visits to laboratories that have a different research focus may be considered if a strong argument is made. Please provide the host researcher's degree qualifications, including any which have not yet been completed. This should include the start and end dates, the supervisor(s) and the specialism, with the title of a thesis if applicable. Outline any relevant experience, including short-term and voluntary positions. Include a maximum of 10 publications, which should be fully referenced. You can include papers which are under review, as long as this is made clear. Make sure that you check each reference for accuracy.

### **3.3 VISIT DETAILS**

The visiting researcher and the host researcher should work together on this section. If the host researcher is not the host lab supervisor, then the agreement of the supervisor must also be obtained before submission.

Your proposed visit dates may be provisional at the time of application, but they should still be precise. Successful applicants are asked to confirm their finalised travel dates prior to the visit. Visits cannot have a start date earlier than 01 November.

Choose a project name that summarises your research plan.

The funding proposal is the place for you to fully detail the trip that you have planned. Please include an explanation of how the project relates to the work presented at the EACR 2026 Congress by the visiting/host researcher. 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. We are looking for a research statement of no more than 1000 words. Any references must be included within the word limit, and should be listed in the Vancouver style, as outlined by the U.S. National Library of Medicine:

[www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)

Your proposal should cover the following:

- What are your and the host researcher's current research focus?
- Why are you suitable for this fellowship?
- How does the proposal relate to the work presented at the Congress
- What are the three main aims for your trip?
- How will the project advance the work of the visiting researcher and of the host researcher?
- What factors influenced your choice of collaborating institution / training?
- Why is this trip the best way for you to meet the three main aims of your project?
- How will the host/home lab benefit from the visit?

You must also include a paragraph explaining how this visit would boost your collaboration. You might find it useful to answer these questions:

- How will your visit establish or develop collaborations?
- Is there already a collaborative relationship between the labs?
- What longer-term benefits do you anticipate from the collaboration?
- How will your visit or training enhance your future cancer research career?

### **3.4 FINANCE DETAILS**

You should take time to think about and research 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 from your trip. 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, use [www.xe.com](http://www.xe.com) to find the current conversion rate and include the price that you saw in the details column.

You need to show your sources to justify your projections, for example:

Flights: LHR to FRA, 07:05 on 17/05/2026 (British Airways)

FRA to LHR, 10:55 on 14/06/2026 (British Airways).

[www.skyscanner.net](http://www.skyscanner.net)

Accommodation: 10 nights at Welcome Hotel Frankfurt. [www.booking.com](http://www.booking.com).

'Requested funding' is the total amount that you are asking from the EACR to support your visit. This will often be the same as the total projected costs. The maximum that you can request is €3,500.

If you have already secured additional funding to cover a portion of your costs, give the details under 'other funding sources'. You will need to send a PDF letter confirming any funding awards when you submit your application. Any pending funding submissions to other organisations should also be detailed in this section. If the projected costs of your trip exceed the amount that you have requested, then you should use this space to explain how the difference will be covered to enable you to undertake the trip if you receive a Collaboration Fellowship. Please note that double funding is not permitted.

### **3.5 SUPPORTING LETTERS**

As well as a completed application form, applicants must submit two letters of support:

- A letter from the visiting researcher's home supervisor
- A letter from the proposed host lab supervisor. If the host researcher is the lab supervisor, this letter can be omitted from the application.

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
- Reference to EACR-Worldwide Cancer Research Collaboration Fellowships

### **3.6 SUBMISSION AND FEEDBACK**

The application deadline is **03 September 2026**.

Applicants will be notified of the result by 05 October 2026.

The start date for the proposed trip should be no earlier than 01 November 2026.

## Summary

An EACR-Worldwide Cancer Research Collaboration Fellowship application is comprised of three separate documents:

- Completed application form
- Supporting letter from the home supervisor of the visiting researcher
- Supporting letter from the host supervisor (only required if the host supervisor is not the host researcher)

You may also need to send confirmation of any funding that you have already secured towards the costs of your trip. All documents should be emailed as PDF attachments to [catherine.burns@eacr.org](mailto:catherine.burns@eacr.org).

The application form includes a disclaimer relating to the Terms & Conditions of the programme. You should make sure that you have read and understood this, and that you have asked about any aspects that are unclear to you.

## Terms and Conditions

- i. Collaboration Fellowship funds must be returned in full if for any reason a successful applicant is unable to complete the planned trip. Successful applicants are expected to take out travel insurance to ensure that the funds can be returned if there are any unexpected cancellations.
- ii. The EACR is unable to 'top up' applications in the instance that the actual cost of the trip exceeds the funding awarded.
- iii. Under no circumstances is an EACR-Worldwide Cancer Research Collaboration Fellowship transferable to another person.
- iv. EACR-Worldwide Cancer Research Collaboration Fellowship funds can only be used to support the trip specified in the application form. Successful applicants must seek agreement from the EACR if any details change after the application has been submitted.
- v. The EACR may request a partial return of funds in the event that a Collaboration Fellow undertakes a shorter trip than the one detailed in the application form.

- vi. The EACR must be informed about any other funding that a Collaboration Fellow receives for the purposes of the trip. The EACR may request for Collaboration Fellowship funds to be returned if alternative funding covers the same costs.
- vii. The EACR may request evidence that Collaboration Fellowship funds were used solely for the purposes of the visit. All relevant receipts should be retained by a Collaboration Fellow for two years.
- viii. Collaboration Fellows must complete the evaluation process within two months of the end date of the visit.
- ix. All applications will be held on record for ten years.
- x. The EACR may contact the home and host supervisors about applications.
- xi. The EACR may publish information about Collaboration Fellowship visits online and in print using the full name of the Collaboration Fellow.
- xii. Relevant information about Collaboration Fellows, including contact details, will be shared with Worldwide Cancer Research. As a supporter of the programme, Worldwide Cancer Research may contact Collaboration Fellows directly.
- xiii. The support of the EACR and Worldwide Cancer Research should be acknowledged in any published work that results from a Collaboration Fellowship.

## Application Checklist

- ✓ Have you read and understood the Terms & Conditions of the programme?
- ✓ Have you completed the application form in full, using the Handbook to help you?
- ✓ Do you have the two letters of support saved as PDFs?
- ✓ If you have already been awarded funding from elsewhere towards the trip, do you have a letter to confirm this?

**If the answer to all of the questions above is yes, then you are ready to apply!**

**Please email your application form and supporting documents to**

[catherine.burns@eacr.org](mailto:catherine.burns@eacr.org)