

ECTRIMS ALLIED HEALTH PROFESSIONAL FELLOWSHIP PROGRAMME DESCRIPTION and APPLICATION GUIDE

Updated July 2025

PROGRAMME DESCRIPTION

ECTRIMS offers a Allied Health Professional Fellowship Programme for nurses, psychologists, physiotherapists, and related allied health care professionals to obtain or expand their expertise in MS through practical experience and training in a mentored MS environment in Europe. Our aim is to enhance the care and support of individuals with MS by fostering improved clinical care and education and by helping to promote best practices in MS care throughout Europe.

KEY INFORMATION

- For recipients of advanced degrees (RN, PhD, OT, PT, etc) in allied health professions who wish to obtain mentored clinical and/or research training in the field of MS and related diseases.
- Funded fellowships in a European laboratory or clinic with flexible durations of up to 1 year.
- Citizens of any country are eligible to apply to this programme, however, the training must be undertaken in a European institution of clinic.
- For European candidates, the training institution may be in the same city or country as the candidate's home institution, however applicants are strongly encouraged to train in a different city or different European country than their current place of work, so long as language and any professional licensing requirements do not present barriers to a successful training period.
- The same mentor may not be proposed in more than 1 application per cycle, all categories combined.
- Institutes will be limited to 3 awards total among all fellowship categories and only 1 award per category.
- The application requires documents from the candidate, the proposed mentor and the proposed host training institute, as well as other professional referees.
- Successful fellows and their mentors will be asked to provide progress and financial accounting reports at the end of the fellowship period.
- Application period: 1 August through 1 December 2025.

PROGRAMME TERMS

Fellow Eligibility

- Citizens of any country are eligible to apply to this programme; however, the training must be undertaken in a European institution or clinic.
- Candidates must have a professional qualification (with relevant degree) such as nursing, psychology, physiotherapy/rehabilitation, etc. and, if appropriate, be licensed to practise in their home country.
- It is anticipated that successful candidates will have little, but not necessarily extensive, full- or part-time MS experience at their home institution, and that the candidate will return to their home institution after training or move on to an MS-related position at another institution, better prepared to excel in MS care, management and research and to better support people living with MS and the MS clinical care team.
- In general, successful candidates will be under 55 years of age and will anticipate continuing in their MS careers upon completion of the training.
- Candidates and their mentors must affirm that there will be no language barriers that will impede the training experience at the training venue.
- Applicants are restricted to 1 application per annual cycle, across all categories.

Eligibility of the Training Mentor and Institution

- The training institution/mentor must be located in Europe, with an outstanding reputation and credentials related to MS clinical care/research. While it is anticipated that the training institution will be a hospital/clinic in or closely affiliated with an academic medical centre, private clinic sites will be considered if they are of outstanding quality and reputation in MS care.
- For European candidates, the training institution may be in the same city or country as the candidate's home institution, however the fellowship must take place at a different institute than the fellow's current placement of 12 months or longer.

Fellows wishing to train in a different city or different European country are strongly encouraged, so long as language and any professional licensing requirements do not present barriers to a successful training period.

- The fellowship candidate must identify and solicit the agreement of an appropriate mentor as well as develop a specific training plan for the fellowship period.

- It is expected that the lead mentor will be an experienced MS professional. If assistance is needed in identifying an appropriate training site/mentor, the ECTRIMS Secretariat may be able to provide advice and direction.
- The same mentor may not be proposed in more than 1 application per cycle, all categories combined.
 - If more than one applicant indicates the same mentor, the mentor will be contacted prior to the application review to select 1 application to go forward to the evaluation stage.
ECTRIMS strongly recommends that mentors limit their engagement to 1 applicant only per application cycle, in order to avoid pulling out of otherwise completed applications and leaving applicants with no mentor support.
- A relevant department head or clinic director must be identified and must agree to host the trainee in their clinic, and the training institution must certify its willingness to support the fellow during the fellowship period.
- Institutes will be limited to 3 awards total among all fellowship categories and only 1 award per category.

Explanation of the Training Plan

- The fellow and mentor must outline and present a relevant, MS-specific training programme. This may include observational training or hands-on work under the guidance of the mentor, relevant academic coursework, and other training-related activities. While not required, a special research project may be part of the training experience and if included, should be documented and justified within the context of a comprehensive fellowship experience.

Fellowship Term and Support Levels

- These ECTRIMS MS training fellowships are available for flexible terms of weeks to months, up to a maximum of 1 year.
- Training preferably should be planned to begin within 6 months of the award notification.
- ECTRIMS will provide a stipend that corresponds to the institutional, regional and experience level for fellows at the identified training site, up to a maximum of 55,000.00 EUR per year (includes salary plus any benefits) for the training period, which must be documented by the host institution at the time of application. For shorter periods than one year, the ECTRIMS award will be prorated according to the

length of the training programme (e.g. 27,500.00 EUR for a 6-month programme; 4,583.00 EUR for 1 month, etc.).

- ECTRIMS will also provide economy transportation from the successful candidate's home location to and from the location of the host institute. Travel expenses for family will not be provided. Transportation expenses will be reimbursed directly to the fellow, upon submission of receipts to ECTRIMS.
- ECTRIMS funding will be paid directly to the host institution, which will be considered the employer of the fellow. Stipends will be paid by the host institution to the fellow according to the institution's own payment policies and schedules.
- The ECTRIMS award must be used by the institution to pay the fellow's stipend ("salary") at the institutionally appropriate rate for the fellow's stage of training. Should there be any remaining funds, the remainder of the award can be used to support institutional social benefits (health care coverage, pension, other benefits) that may be required by the institution.
 - The expected fellow's total salary, as well as the expected fellow's total social benefits costs per year, must be indicated by the host institution.
 - If the total stipend plus benefits exceeds the amount provided by the ECTRIMS award, it is the responsibility of the institution/ mentor to supplement the ECTRIMS award to cover the entire required costs.
 - If the annual or prorated ECTRIMS award is not sufficient for the total required costs of the fellow (salary plus benefits), additional sources of funding that will be used to cover the total costs must be listed.
- It is expected that the clinical activities to be undertaken at the host institution will be supported by the host institution/mentor. No additional support for equipment, work materials, consumables, books, journal subscriptions, etc. should be paid for by the fellowship funds.
- Fellows will be expected to attend annual ECTRIMS congresses during the term of their fellowship and to make a presentation (at a young researcher's section or elsewhere) on their funded research. ECTRIMS will separately support travel and accommodations for congress participation.

Changes in the Fellowship Programme Agreement

- It is anticipated that the entire training period will be undertaken with the host institution and mentor as planned. However, in special circumstances, ECTRIMS will consider requests to transfer the fellowship to a new mentor or institution. Authorisation must be requested and provided prior to any such change. Unexpended

funds at the original host institution must be returned to ECTRIMS in the event of an approved institutional transfer and the balance will be reissued to a new approved host institution by ECTRIMS.

- An ECTRIMS fellowship is awarded to an individual and is not transferable to a different fellow at the host institution.
- ECTRIMS must be notified of early termination of a fellowship and unexpended funds at the host institution must be returned to ECTRIMS.
- ECTRIMS may revoke or terminate a fellowship early if the fellow is unable to carry out the training as planned, a mentor requests termination because of unsatisfactory performance by the fellow, or in the event of cause established by due process of law or regulations or as a consequence of an institutional review committee's determination of fraud or malfeasance.

Reporting

- Fellows and their mentors are required to provide a report of the training experience and a financial report of expenditures at its conclusion, due within 30 days after the completion of the training programme. Forms for completing the reporting will be provided by ECTRIMS.
 - Reports must include a summary of the training, along with accounting information from the mentor or host institution (form provided by ECTRIMS) of how funds provided for the fellow were allocated and whether additional funds were provided to the fellow by the host institution or other granting agency (source, amount, purpose).
- Publications that emerge from the work undertaken during the fellowship period should acknowledge the ECTRIMS Fellowship Programme for its support.

Post-Fellowship Follow-Up

- After the training period, it is expected that the fellow will return to their original home institution for employment, or will obtain employment in a different institution. Post-fellowship career plans should be detailed as part of the application process.
- ECTRIMS fellows are requested to maintain contact with the ECTRIMS Secretariat, so that post-training career paths and publications can be followed with the goal of informing overall programme evaluation.

Application Process

ECTRIMS Allied Health Care Professional Training Fellowship will be awarded in a competitive review process conducted by members of the ECTRIMS Fellowship Committee. Applications will be evaluated based on the:

- candidate's qualifications, including education, previous employment history, current employment responsibilities, self-stated goals of training, and an evaluation of the candidate's career plans;
- qualifications and characteristics of the proposed training mentor and host institution;
- nature of the proposed training plan and its plausibility;
- and the quality of letters of endorsement from the proposed mentor and from the home institution and from professional references.

Part 1: Documents provided by the applicant through the online application system

All documents should be submitted as a PDF.

1. A completed online application, available through the ECTRIMS website;
2. A complete curriculum vitae for the applicant including a bibliography of any relevant publications;
3. Applicant's career plans (not to exceed 1 page)
4. A training programme description as developed together by the candidate and proposed mentor (not to exceed 6 pages)
5. A research project description, if applicable (if a research project is to be part of the training experience, it should be described and justified in detail)
6. Proof of knowledge of the training venue's local language (e.g. language certificate, personal letter of confirmation).

Part 2: Supporting Materials Provided Directly to ECTRIMS by Others

All documents should be submitted as a PDF.

The following additional items must be submitted electronically to the ECTRIMS Secretariat (secretariat@ectrims.eu) by 1 December 2025. These should be submitted separately by their respective authors as confidential documents and should not be submitted

with the materials requested in Part 1. Please be sure to ask referees to clearly identify the name of the applicant on all pages of their letters.

1. From the proposed mentor:

- Letter of endorsement of the applicant, with special reference to any interactions they have had with the applicant and to the proposed research plan.
- Current abbreviated curriculum vitae and bibliography (no more than 5 pages) for the proposed mentor. The “Biographical Sketch” form provided in the online fellowship application system should be used. The applicant is responsible for forwarding this form to the proposed mentor for their use.

2. From the host institution:

- Letter of support from the department chair (or other relevant institutional official) at the proposed host institution accepting the applicant as a fellow, should a fellowship be awarded.
- Institutional certification accepting the terms of the ECTRIMS fellowship regarding the funding payments and the funding amount. The necessary form, “Acceptance of ECTRIMS Payment Rules”, is available for download from the online application system. The applicant is responsible for forwarding this form to the proposed host institute for completion and submission to ECTRIMS.

3. From other referees:

1. At least 1 and up to 3 letters of reference from professionals acquainted with the applicant, in addition to the supporting letter from the mentor, that address the fellow's qualities and likelihood for a future successful career focused on MS.
 - If relevant, applicants should include a letter from the home institution indicating that the fellow will be welcomed back to the institution once the fellowship period has concluded and describing the nature of the position available.

Note: Applicants should not arrange for more than 3 letters of recommendation. There is no benefit to applicants who provide supplementary letters of recommendation.

Final Reminder and Recap

The applicant's CV/bibliography and research project summary and description are to be submitted by the applicant using the online application system by 1 December 2025.

Mentor CV and support letter, as well as institutional and referee support letters and forms, are to be submitted **separately** by the mentor and/or institution as confidential documents to the ECTRIMS Secretariat (secretariat@ectrims.eu) by 1 December 2025.

Incomplete or late applications will not be considered.

Notification of ECTRIMS Award Deliberations

The ECTRIMS Fellowship Committee will review all proposals after the application period. Notification of the review outcomes will be made by the end of March 2026, to facilitate logistics involved in relocation by the following autumn.

For questions and further information, please contact the ECTRIMS Secretariat at: secretariat@ectrims.eu.