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## **Terms and Conditions of EFORT Spring Fellowships Awarded by the British Orthopaedic Association (BOA)**

*The following updated terms and conditions apply for 2019 onwards.*

Ethos: Our fellowships are designed to provide opportunities to develop clinical skills, knowledge and experience, and build wider networks with colleagues around the world. Feedback demonstrates that fellowships are an enriching and rewarding opportunity. With any scheme like this, we need terms and conditions to ensure that any money is spent prudently and that we are all clear about what is expected, so we can offer these valued schemes year after year.

### Eligibility & Applications

1. Applicants must be current BOA members, up-to-date with their subscription payments.
2. Applicants who have previously applied but been unsuccessful can apply again.
3. Applicants who were successful candidates in the previous year's round will not be accepted e.g. if you successfully applied for the EFORT Spring Fellowship in the 2018 round, you will not be eligible to apply in the 2019 round.
4. Applicants must meet specific eligibility criteria for individual schemes. The EFORT Spring Fellowship is open only to ST7/8 trainees.

### Specific conditions for the EFORT Spring Fellowship

1. This fellowship recipient will be awarded a place on the EFORT Spring Fellowship and can claim from the BOA the costs of travelling to/from the European destination of the Fellowship. Accommodation and organisation of the fellowship is covered by the host country/EFORT. Any other costs during the fellowship, should be met by the fellow themselves.
2. Travel booking should be standard or economy class. The tickets should be purchased early to secure a lower price. By way of guidance we encourage you to avoid added airline extras or large amounts of luggage incurring additional charges, etc.
3. This Fellowship is for fixed dates and cannot be moved. You should only accept the fellowship if you are certain that you can fit in with the dates. If serious personal or family problems arise, please let us know immediately. This is a one-off opportunity for just one member per year.
4. The successful candidate will be required to prepare a presentation for the beginning of the Travelling Fellowship, about themselves, their country and national association, their experiences and their expectation of the fellowship programme. Each presentation will take 10 to 15 minutes.
5. The written (individual) report submitted to the BOA after the fellowship (see below), should also be submitted to EFORT after completion of the Travelling Fellowship. (One or two reports will be chosen for publication on the EFORT Portal and possibly in the EFORT Newsletter.)
6. Please also note the EFORT Aims and Rules of the Travelling fellowship, available here: [https://www.efort.org/wp-content/uploads/2017/07/Aims-and-Rules-of-the-Travelling-Fellowship\\_2017.pdf](https://www.efort.org/wp-content/uploads/2017/07/Aims-and-Rules-of-the-Travelling-Fellowship_2017.pdf)

### Fellowship Reports and Publicity



1. On completion of the Fellowship, the BOA requires from all successful applicants a report about their Fellowship:
  - a. Submitted within 6 weeks of Fellowship completion, but earlier if possible.
  - b. Of approximately 1,000 words, with an executive summary of approximately 250 words (both reports should include 1-4 photographs).
  - c. Focusing on the education and clinical benefits of the fellowship.
  - d. The BOA reserves the right to withhold a proportion of Fellowship funds until a final report meeting these requirements is submitted (funding arrangements explained below).
2. The BOA reserves the right to publish reports and photographs on the BOA website, in its publications and publicity, and for any other purposes as it sees fit. The BOA also will provide copies of the reports or extracts from them to external funders of the fellowships.

#### Claiming funding

1. Fellowship participants should claim their funds as outlined below using the BOA Claim Form.
2. Funds will be sent via BACS transfer.
3. We aim to process claims within 28 working days but if there are points of clarification or the claim does not meet the requirements in this document this may take longer.
4. Funds will usually be released to recipients in two stages:
  - a. Prior to the fellowship, the BOA can accept claims for expenditure incurred in advance of the fellowship. The BOA will pay 80% of this claim upfront.
  - b. The remaining 20% of this claim will be paid after the submission of the fellowship report.
5. Any claims submitted must be supported with original receipts or photographs of original receipts. These should be itemised receipts indicating how the funds were spent.
  - a. The BOA will no longer accept bank statements instead of receipts as there is no itemisation of the costs incurred.
6. All funds will be paid in £GBP and should be to a UK bank.
7. Claims must be made within 3 months of the Fellowship being completed. After this time period, the BOA reserves the right to refuse further claims from Fellowship holders.

#### Other

1. Awardees are responsible for ensuring they have all relevant travel documents, visas and insurance for undertaking their fellowship. The BOA takes no responsibility or liability for these issues.
2. The BOA accepts no liability for the actions of fellows while on the Fellowship, or for activities related to it.