

SIICA SCHOLARSHIPS REGULATION

The present Regulation standardizes and explains procedures referring to SIICA scholarships and awards. It is understood that the SIICA Board of Directors and the General Assembly, each with its own jurisdiction, will be responsible for ensuring compliance to this Regulation requirements.

Article 1 – Purpose

In accordance with the SIICA statute and in order to achieve the institutional objective of the Society to promote the scientific study in the field of immunology, the Board of Directors may establish scholarships to support participation to courses, attendance at conferences or workshops, and stages in other laboratories by young researchers members of SIICA. The Board of Directors may also promote specific awards for defined objectives.

Article 2 – Fellowship types

The SIICA promotes three distinct types of fellowship:

- Stage fellowships:
contribution to exchange programs of SIICA members among national and international laboratories. Number and maximal amount of stage fellowships will be established by the Board of Directors each year, according to availability of Society financial resources. Calls will be advertised on the Society website and will be notified to all SIICA members at the Annual Assembly and by e-mail.
It should be noticed that SIICA members are also entitled to participate to stage fellowship programs granted by the European Federation of Immunological Societies, which support exchange programs among international laboratories. For further information see “Immunology Letters fellowship” at the EFIS website.
- Travel grants:
contribution for attendance to national and international conferences or courses.
Selected Travel Grants: the Board of Directors will advertise Selected Travel Grants in occasion of immunological events of broad interest, according to availability of Society financial resources. Calls will be advertised on the Society website and will be notified to all SIICA members by e-mail.
Proposed Travel Grants: SIICA members may require ad hoc travel grants to participate to international meetings other than those selected by the Board of Directors.

Number and maximal amount of stage fellowships will be established by the Board of Directors each year, according to availability of Society financial resources.

- Awards:

The Board of Directors can establish awards for specific objectives, which in general will be assigned during SIICA events (SIICA Annual Congress, SIICA Workshops). Call for awards and procedures to participate will be made available on the SIICA webpage and will be notified to all SIICA members by e-mail.

Article 4 - Requirements

This article provides general rules for each scholarship type. Other specific requirements that may apply to specific calls will be detailed on the SIICA webpage.

Stage fellowships (SF):

- SF are reserved to SIICA members with no permanent position in any institution.
- SF supports stage of not less than 1 week and not more than 3 months.
- In general terms, SIICA SF cannot be with other scholarships. On request, the possibility of overlapping with other short term scholarships will be analysed by the Board of Directors.
- Applicants are requested to submit the following documents:
 - a. A short CV with information on professional training stages and present position, and a list of publication;
 - b. A research plan indicating the aim and the length of the period of exchange and the reasons supporting the stage request;
 - c. A letter by the chief of the laboratory of origin, who must be a SIICA member, endorsing the research plan;
 - d. A letter of acceptance of the candidate to develop the proposed research plan by the guest supervisor;
 - e. A signed declaration that SIICA fellowship will be acknowledged in any publication resulting from the exchange program.
 - f. Provide an e-mail, phone and address to be used for further communication.
- Applications may be submitted at any time during the year. The Scholarship Committee will evaluate applications and will grant the fellowship three times a year
- SF are limited to one per laboratory per year/call

Selected Travel grants (STG):

- STG are reserved to SIICA members with no permanent position in any institution.
- Calls establishing TG for events selected by the Board of Directors will be advertised on the SIICA webpage, where specific requirements will be detailed, and notified to all SIICA members by e-mail.
- STG are limited to one per laboratory per year/call

Proposed Travel Grants (PTG):

- PTG are reserved to SIICA members with no permanent position in any institution.
- Applicants are requested to submit the following documents:
 - a. A short CV, with information on professional training stages and present position, and a list of publication;
 - b. A program of the meeting;
 - c. A certificate from the meeting organization attesting that the applicant has been selected to present orally his work.
 - d. An e-mail, phone and address to be used for further communication.
- There is no specific call or deadline for this fellowship type. Upon application, the Board of Directors will define eligibility on the basis of the scientific relevance of the request and of the applicant and the amount of economic support on the basis of Society financial resources available and will inform the applicant by e-mail.
- PTG are limited to one per laboratory per year/call

Awards:

- Awards are reserved to SIICA members with no permanent position in any institution.
- Awards are usually sponsored and assigned in the course of the National Congress of the Society. A sponsor representative might participate to the Scholarship Committee that will assign the patronized award (see article 6).

Article 5 - Application procedure

Candidates must apply using forms available at SIICA website and provide the documentation requested in the grant announcement to the SIICA secretary by e-mail. Documents requested in original must be provided by regular or express mail to the SIICA secretary.

Winners will be notified by e-mail. The list of winners will also be published at the SIICA website.

Applications will be considered in three cycles per year:

First cycle

December 15: Application process opens

February 15: Application deadline

Awardees announced in early April

Second cycle

April 15: Application process opens

June 15: Application deadline

Awardees announced in early August

Third cycle

August 15: Application process opens

October 15: Application deadline

Awardees announced in early December

Article 6 – Evaluation criteria

Applications will be evaluated on the basis of the following criteria:

Stage fellowships (SF):

- a. CV and scientific career of the applicant;
- b. Relevance of the hosting laboratory;
- c. Quality and feasibility of the research program;
- d. Inaccessibility of the technique at local institutions.
- e. Applications which involves exchange between SIICA laboratories will be preferred.

Travel grants (STG and PTG):

- a. CV and scientific career of the applicant;
- b. Relevance of the event and of the candidate contribution;
- c. Appropriateness of the request.

Awards:

Awards selection criteria will be defined in the application call.

Article 6 - The Scholarship Committee

Evaluation of application eligibility and selection of winner candidates is under the responsibility of the Scholarship Committee. The Scholarship Committee is composed by three members elected among the Board of Directors. In case of awards a representative of the sponsor patronizing the award may be added to the Scholarship Committee. The Scholarship Committee will provide the Board of Directors with a written report on the result of the application analysis and the motivation in case of award.

Article 7 – Reimbursement procedure

Stage fellowships (SF):

At the end of the stage, the grant holder must provide a scientific report for the period covered by the SIICA scholarship and a letter from the guest supervisor. After acceptance by the Scholarship Committee, the grant holder will be refunded up to the maximum amount defined in each individual call. Eligible costs are represented by travel and lodging costs. Grant holders are requested to provide original documentation of expenses for which refunds are claimed. Payment will not be allowed in the absence of complete documentation. The fellowship will be paid via bank transfer (or not-transferable check upon request).

Travel grants (STG and PTG):

Travel grants are intended as a contribution to expenses, up to the maximum amount defined in each individual call. Grant holders are requested to provide copy of the documentation certifying the attendance to the event, and the original documentation for which refunds are claimed. Eligible costs are represented by travel and lodging costs and registration to the event. Payment will not be allowed in the absence of complete documentation. The fellowship will be paid via bank transfer (or not-transferable check upon request).

Awards:

Awards will be paid via bank transfer (or not-transferable check upon request).

Article 8 – Legale notes

1. Scholarships awarded do not represent a job or an employment relationship;
2. Scholarships do not give rise to social security treatment;
3. SIICA does not provide any type of insurance coverage.