

**JAMES IV ASSOCIATION OF SURGEONS, INC.**



**GUIDELINES & APPLICATIONS FOR  
TRAVELLING FELLOWSHIP  
(BI & ROW Group)**

# 1. Conditions of Fellowship

## 1.1 Criteria

Travellers must currently reside within the British Isles and Rest of the World (BI and ROW) region. The BI and ROW region accounts for all areas with the exception of North America, South America and Canada (Americas), the fellowships for which are organised by the US and Canadian offices.

Fellows must be 45 years or less at the time of application. Preference will be given to established professionals active in academic surgery and who are perceived to be future leaders in surgery.

## 1.2 Travel Stipulations

The travel period shall be no less than 4 weeks (20 working days) and can be divided into two periods. Both periods of travel must be completed within a year of the Fellowship being granted.

Travellers are responsible for making their own arrangements which include booking their own travel and accommodation. They are encouraged to use the network of James IV members who often make local provision for accommodation or other support. An itinerary and estimated costs for each trip should be submitted (on the form provided) to the James IV Secretariat ([secretariat@jamesiv.org](mailto:secretariat@jamesiv.org)) no less than 8 weeks prior to departure. It is recommended that flights are booked in accordance with the James IV travel guideline which is based on the following:

| <b>Flight Time</b> | <b>Class</b>    |
|--------------------|-----------------|
| Under 4 hours      | Economy         |
| 4-8 hours          | Premium Economy |
| Over 8 hours       | Business        |

## 1.3 Stipend

The maximum total stipend will be £10,000. Payment will normally be made in two instalments and shall be made by the Association no less than 4 weeks prior to departure. The secretariat office is prepared to consider exceptional requests for a different schedule of payment.

The stipend payment is expected to assist with travel costs, accommodation and provide a reasonable living allowance for the 20 day period. All other costs are expected to be covered by the Travelling Fellow. The Association reserves the right to reduce the stipend payment if deemed appropriate, and will seek a refund of the stipend if a report is not submitted within 3 months of completion of travel.

Fellows are permitted and encouraged to solicit additional funding from other sources providing this information is communicated to the James IV Secretariat ([secretariat@jamesiv.org](mailto:secretariat@jamesiv.org)).

#### **1.4 Traveller's Obligations**

The purpose of the James IV Travelling Fellowship is to promote the exchange of surgical knowledge, but also foster the kind of friendships that have meant so much to those who founded the Association, and those who have since joined them. The Association, therefore, rely on its Fellows to provide a detailed Final Report (on form provided) on completion of all travel and this should be submitted no later than 12 weeks on completion of travel.

Fellows are also required to provide a brief summary (200 words) and photographs at the end of each period of travel and which will be used by the Association to promote its activities.

The Association may receive sponsorship in support of Travelling Fellowships. Travelling Fellows must therefore be willing to participate in a lecture/session organised by the sponsor, where appropriate and subject to agreement. Sponsor would be liable for all costs relating to the lecture/session.

#### **1.5 Agreement**

Once a Fellowship has been granted, the Fellow will be asked to sign an agreement with the Association. This agreement is to provide a clear understanding of the travel stipulations which Fellows must adhere to, and their obligations to the Association; as indicated in points 1.2 and 1.4.

## 2. Application Guidelines

### 2.1 Nomination of Travellers

Notification of the nominations process will be sent to Members of the Association no less than 4 weeks before the nominations deadline. Application must be made using the online submission form on the James IV Website. Application can be made by either the nominee or James IV Member, the following information is required:

- Nominees full contact information and recent photo
- James IV Member name and signed letter of support
- Brief description of nominee's principle area of interest
- Nominee's full CV and an abbreviated CV
- Draft itinerary on form provided

The abbreviated CV should indicate the three best papers written by the nominee and also an outline of possible lectures that he/she would be prepared to deliver.

### 2.2 Timeline

Members of the Association will receive notification of the nominations process by email, no less than 4 weeks before the nominations deadline. Thereafter, nominations will be discussed and shortlisted by the Directors before formal presentation to, and discussion with the members during the James IV AGM (GBI/ROW) for agreement. Nominees shall be informed of the decisions in writing following the BI and ROW Annual General Meeting (AGM) to enable the traveller to plan their travel although formal ratification will only be made at the combined AGM held each year at the American College of Surgeons in October.

|                                    |          |
|------------------------------------|----------|
| <b>Notification of Nominations</b> | January  |
| <b>Deadline for Nominations</b>    | February |
| <b>Directors Meeting</b>           | March    |
| <b>James IV BI and ROW AGM</b>     | May      |
| <b>Notification of Decisions</b>   | May      |
| <b>Ratification of Decision</b>    | October  |

### 2.3 Re-submission

Nominees who were previously unsuccessful, can be re-nominated for future years up to a maximum of three occasions. A new application with updated documents must be provided in order to be considered.

## 3. Guidelines for Payments

### 3.1 Method of Payment

Stipend payments will be made by bank transfer in GBP unless otherwise requested. Fellows should provide the Association with the following information:

- Name of Account Holder
- Name of Bank and Branch Address
- Swift/BIC Code
- IBAN

### 3.2 Additional Funding

Should a Fellow require additional funding to cover costs relating to travel, accommodation or living expenses, a proposal can be put forward to the James IV Directors. Details should be sent to the James IV Secretariat ([secretariat@jamesiv.org](mailto:secretariat@jamesiv.org)) in the first instance and should include a budget and justification of all anticipated costs.