



## **IUGA Educational Observership Grant Guidelines and Application Instructions**

The following information describes the goals, application process, duties and responsibilities of the applicant and the host site for those who want to apply for an International Urogynecological Association (IUGA) sponsored Educational Observership Grant.

### ***Purpose***

The purpose of the IUGA-sponsored observerships is to allow for increased dissemination of urogynecological knowledge by offering a stipend to an observer to visit an IUGA-approved Host Site. A listing of these renowned urogynecology centers can be found by reviewing the Host Site Directory. This grant allows for a unique opportunity to train in a specific area of interest related to urogynecology.

### ***Amount of funding***

A total of 3 observership grants are being offered:

- \$4,000 USD for a trainee, fellow, or physician-in-training
- \$4,000 USD for a consultant from a Least Developed Country (IUGA defines a “Least Developed Country” based on the World Bank definitions of low and lower-middle income countries)
- \$2,000 USD for any IUGA member

These grants are intended to defray travel and living expenses. No additional funding will be available through IUGA and any additional funding required must be obtained by the applicant, or applicant’s home institution. The applicant will be responsible for all health care costs and/or any other costs above and beyond the awardee’s observership grant funds. The applicant will receive the funding prior to starting the observership, once all requirements are met.

### ***Requirements***

All candidates must be IUGA members in good standing and must adhere to the stipulations for each grant opportunity. Only complete applications will be scored. Submissions that do not explicitly follow guidelines will NOT be considered. Observership grant applications are pre-reviewed by the IUGA staff liaison for completeness (per the guidelines) prior to being reviewed by the IUGA Education Committee’s Workshop Subcommittee. The staff liaison has the authorization to disqualify a grant application if all required information, signatures, related documents, and/or page or word limit requirements are not followed.

### ***Program Duration***

The duration of an observership can range between 2 weeks to one month depending on the host site’s policies. The observer must coordinate with their host site to find a mutually agreeable timeframe for their visit.



### ***Application Deadline***

Notifications of deadlines for submission of applications for each award year will be posted by the IUGA Office on the IUGA website, communicated to IUGA members via email, and via various social media resources.

### ***Travel Documents/Visas***

The applicant is responsible for obtaining travel documents, visas, and/or any other documentation required for their entry/stay in the host country. IUGA will not be responsible and will not provide support in obtaining such documents.

### ***Selection Criteria***

The Workshop Subcommittee, a branch of the IUGA Education Committee, will score all observership grant applications according to predetermined criteria. A host site may not host more than one IUGA Observership Grant recipient in any given year.

#### **Criteria for selection will be based on multiple factors, including:**

1. Strength of the applicant's area of interest and demonstrated previous experience and/or expertise in a specific area
2. Strength of the host site's in the applicant's area of interest and demonstrated previous experience and/or expertise in a specific area
3. Evidence that that the individual will substantially benefit from the observership
4. Evidence from the application that the applicant has thoroughly researched the host site and has a reason to be attending the site.

### ***Application process***

Application for an IUGA Educational Observership Grant should include the following items:

- A brief CV with related qualifications
- Completion of the application form:
  - A short written account of the reasons for and benefits of such a visit (500 words or less)
  - Area of interest selected and publications or other work in the specified area
  - The name and institution of the host site the applicant plans to visit, and their particular expertise
  - Planned duration of observership
  - The estimated cost of travel and subsistence, together with details of any other financial assistance being obtained or requested
  - Two letters of reference
  - Signed Host Agreement Form or confirmation of acceptance from the specified host site via a letter (on institution letterhead) or a formal email from the host

### ***Host Site***

All observerships must take place at one of the IUGA-approved Host Sites listed in the official IUGA Host Site Directory. These host sites have submitted applications and have been approved by IUGA. If the intended host site is not on the list of IUGA-approved Host Sites, an application with instructions is available on the IUGA website. Generally, host sites must:

- Be chaired by an IUGA member in good standing
- Have an excellent clinical and scientific reputation in the specific area of expertise named by the applicant



- Have experience, a vacancy, and willingness to host and supervise an IUGA Observer

**If accepted, the applicant agrees to:**

- Provide a detailed report of at least 2500 words to be submitted to the IUGA Office within 60 days upon the completion of the observership. This will be reviewed by the Workshop Subcommittee Chair and Education Committee Chair, then published on the IUGA website. The report should state:
  - Name
  - Dates of Observership
  - Host site, host name, and contact information
  - The educational experience of the observer related to the specific area of expertise of the host site
  - Specific skills learned
  - Any specific research that was accomplished
  - How this experience has benefitted the observer's career
  - How the experience impacted the observer personally
  - Photos
  - If problems were encountered, include an explanation with suggestions for improvement or change
  - Provide any other comments you feel will be relevant to the continuing growth of the IUGA observership grant program.
- Provide a full itemized account of use of the funds awarded by IUGA, including receipts where appropriate

***Submission of Application***

All applications must be submitted via email to the IUGA Office ([office@iuga.org](mailto:office@iuga.org)). The subject line of the email should be: Observership Grant – [your name]. The call for applications will be announced on the IUGA website, via email to IUGA members, and via various social media with a specific submission deadline. **Please do not send paper copies by mail. These applications will not be considered.** Please do not submit applications prior to the call for submissions, or after the published deadline.