

IUGA 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 IUGA members who want to apply for an IUGA Observership Grant.

Purpose

The purpose of observerships funded by IUGA Observerships Grants is to increase the dissemination of urogynecological knowledge by offering a stipend to help defray the cost of observing at 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.

IUGA Observership Grants are intended to offset travel and living expenses during a 2-4-week observership. No additional funding will be available through IUGA; any additional funding needed for the observership must be obtained by the applicant or the applicant's home institution. The applicant is responsible for all healthcare costs and/or any other costs above and beyond the recipient's observership grant funds. Recipients are responsible for making all travel and lodging arrangements and reservations. The applicant is also 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.

Grant Categories

Trainee/Fellow/Physician-in-Training Category

- Award amount: USD 4,000
- Applicant must be an IUGA member in good standing.
- Applicant must be a trainee, fellow, or physician in training.
- Trainees in the allied health professions (physiotherapy, nursing, etc.) are eligible to apply in this category.

Least Developed Country Category

- Award amount: USD 4,000
- Applicant must be an IUGA member in good standing.
- Applicant must be a practitioner from a Least Developed Country (low or lower middle-income country as defined by the World Bank).

Open Category

- Award amount: USD 2,000
- Applicant must be an IUGA member in good standing.



- Any IUGA member, including both physician and non-physician members, are eligible to apply in this category.

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.

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, the applicant should ask the site to submit an application to become an approved host site. The [host site application](#) with instructions is available on the IUGA website. Host site applications should be submitted at least four weeks prior to the published grant deadline.

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.

Requirements

All candidates must be IUGA members in good standing and must adhere to the stipulations for each grant opportunity outlined above. Only complete applications submitted by the published deadline will be scored. Late applications will not be considered. An IUGA Office staff member will review each application for completeness (per the guidelines) prior to forwarding it to the IUGA Education Committee for review. IUGA Office staff have the authority to disqualify an application if it is incomplete and/or any required documents are not included in the submission.

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.

Scoring & Selection Criteria

The IUGA Education Committee's Workshop Subcommittee 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. For this reason, applicants must list both a first- and second-choice host site on their application. Award recipients are not guaranteed an observership at their first-choice host site. In the event two recipients have selected the same host site, the Education Committee will select which recipient receives their first-choice host site based on the applicant's stated goals for the observership compared to the expertise of the site.



Scoring is based on multiple factors, including:

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

Application

The following must be submitted for the application to be considered complete. All required documents must be attached to the online observership application at the time of submission.

- Observership Application (access online form [here](#)) which includes:
 - A short written account of the reasons for and benefits of the intended 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 you wish to visit and their particular expertise (must indicate both first- and second-choice host site)
 - Planned duration of observership
 - The estimated cost of travel and subsistence, together with details of any other financial assistance being obtained or requested
 - Names and contact information of two referees
- Required Documents
 - Two Letters of Reference (letters should be from the referees whose names are provided on the online application form)
 - Signed Host Site Agreement Forms from your first-choice site (download Host Site Agreement Form [here](#).) If you are awarded a grant for your second-choice host site, a signed Host Site Agreement must be obtained from the alternate host site and submitted to the IUGA Office before funds will be awarded. Applicant is responsible for obtaining the Signed Host Agreement from the host/host site. While the signed Host Site Agreement Form is the preferred documentation, a confirmation of acceptance from the specified host site via a letter on institution letterhead or a formal email from the host indicating their willingness to host may also be submitted.
- A brief CV with related qualifications (maximum 3 pages)
- Headshot/photo (will be used to announce recipients, on IUGA website and social media channels, and to promote grant program)

Post-Award Requirements

If selected to receive an IUGA Observership Grant, 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 Education Committee Chair and Workshop Subcommittee Chair, then published on the IUGA website. The report should include:
 - 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.