

**BAUS Endourology**

**WCE Fund Grants**

# Application form and guidance

This form is to be completed for applications to the BAUS Endourology WCE Fund Grants Programme. Guidance and instructions on how to complete the form are included within. Please read them carefully before completing the form.

**Each year, awards will be made for BAUS Endourology WCE Fund Grants to support the development of endourological skills for the benefit of patients. Any Section members are eligible to apply although in the case of trainees it is expected they would be in their final year of training, post FRCS.**

The maximum award available is **£8000.**

Applications are reviewed by the officers of the Section of Endourology, in consultation with several members of the WCE 2015 organising committee.

In 2022 the Section will consider applications on a rolling basis. Completed applications will be reviewed shortly after receipt and it is anticipated candidates will be notified of the outcome of their application within ten weeks of receipt.

Applications should be sent to [btomkins@baus.org.uk](mailto:btomkins@baus.org.uk)

# About The BAUS Endourology WCE fellowships

The World Congress of Endourology was held in London in 2015, and run and supported by BAUS and its members. That meeting generated a surplus which was used to set up this fund which makes funds available to support clinical visits by BAUS members to centres of excellence in the UK or abroad.

Visiting colleagues in centres of excellence helps to bring pioneering techniques and technology to units and enables motivated and like-minded clinicians to discuss their clinical findings in person and see new approaches first-hand.

We therefore encourage applications in the field of endourology, including stone and BPH surgery. The application must demonstrate specific skills which are to be learnt, and such skills must be achievable and relevant to practice. It should focus on how this clinical visit will impact on your clinical practice and if possible, demonstrate how it will improve patient care.

A grant may be used to fund a single visit or, particularly if one is visiting a unit or units in the UK, a series of visits. We are not prescriptive about the length of the visit but typically visits to overseas centres have been 6-8 weeks. It is not intended that these funds would be used to support extended international fellowships

## Selection Procedure

The Endourology Executive Committee will review all applications.

The criteria for review will include:

* An assessment of the centre for the proposed visit.
* The suitability of the candidate will be taken into account i.e. stage of training or career progression, career objectives, current practice etc.
* Demonstration of specific skills that are to be learnt, and such skills must be achievable and relevant to practice.
* Impact the visit will have on their clinical practice and if possible, demonstrate how it will improve patient care.
* The budget: allowance will be made to cover up to 2/3 of basic salary costs for the time of your visit, as long as these costs are not being met elsewhere. There will also be an allowance to cover travel, accommodation and subsistence.

Applicants should be notified of the outcome within ten weeks of their submission.

# Your details

|  |  |  |  |
| --- | --- | --- | --- |
| YOUR NAME |  | | |
| YOUR POSITION |  | | |
| YOUR ADDRESS |  | | |
|  | | |
| DAYTIME TEL |  | EMAIL |  |

|  |
| --- |
| NAME/ADDRESS OF THE INSTITUTION WHERE YOU ARE CURRENTLY WORKING |
|  |

# Details of the Unit you wish to visit

Here we need information about the unit you wish to visit and the key contact (host) there with whom you hope to study. Please also outline the reasons for your visit, and why you have chosen this particular unit.

**You will also need to append a signed letter of invitation from your host on their institutional headed paper (scanned copy will suffice).**

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| --- | --- |
| NAME OF UNIT |  |
| NAME OF HOST |  |
| UNIT ADDRESS |  |
|  |  |

|  |  |
| --- | --- |
| PROPOSED VISIT START AND END DATES |  |

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| --- |
| REASONS FOR YOUR VISIT AND WHY THIS UNIT (max 500 words) |
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| BENEFIT TO BE DERIVED: Outline here the benefit you expect to derive from your visit, the benefit to patients and how you foresee changing your practice for the better. (Max 500 words) |
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# Budget

Please provide a clear indication of the expected (or known) travel and accommodation costs for your visit. (BAUS will only pay economy fares for travel). Allowance to cover up to 2/3 of basic salary for the length of the visit may also be made, as long as the salary is not being paid by the applicant’s home institution.

NB: Expenses (up to a maximum of £8000) will only be paid upon production of receipts and part of the payment may be withheld pending receipt of a full visit report.

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| OUTLINE OF COSTS |
|  |

# Other supporting information

Please ensure you attach the following supporting information to your application**. YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT THESE.** Scanned copies are acceptable.

* Signed invitation letter from the unit host on their headed paper
* Signed letter of support from your supervisor, head of department or Clinical Lead as appropriate, on headed paper
* A copy of your curriculum vitae (pertinent details only - 2 sides max)

# Declaration & Agreement

I certify that the information herein is true and complete to the best of my knowledge.

If awarded a BAUS Endourology WCE Grant, I agree to the following conditions:

* That I take up the visit within a 15-month period of the award otherwise the award may be forfeited.
* I will notify BAUS in writing of any change of address or of any change in my status that may affect my ability to take up the Visit.
* That I acknowledge The BAUS Endourology WCE Grants programme funding and the Clinical Visit in my CV.
* That I will submit a brief report of my visit to BAUS (max 2 sides A4) within 6 weeks of my return and agree that this may be used in BAUS’ marketing & promotional material.
* That I will submit my expenses and receipts in a timely fashion.

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| --- | --- | --- | --- |
| CANDIDATE |  | | |
|  |  | | |
| SIGNATURE |  | DATE |  |

# 7 Submission Details

You should have enclosed:

This completed Application Form

Supporting letter from unit host

Supporting letter from your Supervisor, Head of Department or Clinical Lead

Your current curriculum vitae (maximum 2 sides A4)

Signed Declaration and Agreement (section 6)

The applications, and any questions arising, must be sent via email to:

[btomkins@baus.org.uk](mailto:btomkins@baus.org.uk)

February 2022