

RULES AND REGULATIONS

POST-DOCTORATE CLINICAL MASTER SPECIALIST FELLOWSHIP (SPD – SPÉCIALISTE POSTDOCTORANT)

ADOPTED BY

THE BOARD OF TRUSTEES OF THE F.R.S.-FNRS

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CHAPTER I: SCOPE – NATURE OF THE FELLOWSHIP

Article 1

The rules and regulations hereinafter are only applicable to holders of a part-time Post-doctorate Clinical Master Specialist (SPD - *Spécialiste postdoctorant*) fellowship of the Fund for Scientific Research – FNRS (F.R.S.-FNRS).

SPD applications must be submitted under Grants and Fellowships Call of the Fund for Scientific Research - FNRS (F.R.S.-FNRS).

Article 2

Holders of a part-time SPD fellowship shall carry out a postdoctoral-level research work in a university of the French-speaking Community of Belgium under the supervision of a promoter, while pursuing a part-time activity in a hospital.

CHAPTER II: CANDIDACY

Article 3

Applicants to a part-time SPD fellowship must hold the academic degree of Medical Doctor and meet the following conditions:

- Have obtained a medical specialisation degree at the latest by 1st October of the year during which the fellowship is granted and should start;
- Have obtained the academic degree of Doctor in Medical Sciences or in Pharmaceutical and Biomedical Sciences after the defence of a thesis at the latest by 1st May of the year during which the application is submitted. A copy of the PhD diploma, or a certificate of achievement if you have not been delivered your diploma yet, must be enclosed in the application file or sent to the F.R.S.-FNRS by 1st May the year when the application is submitted at the latest.

The accreditation (recognition as a specialist which authorises to practice the speciality in Belgium) issued by one of the three Communities responsible for accreditation must be sent to the F.R.S.-FNRS during the first year of the part-time SPD fellowship.

Article 4

Applicants to a part-time SPD fellowship must have obtained the academic degree of Doctor in Medical Sciences or in Pharmaceutical and Biomedical Sciences after the defence of a thesis for maximum 5 years. This term shall expire at the latest on the validation deadline fixed for the academic authorities (rectors) to validate applications.

The maximum duration may be extended for one additional year per childbirth and/or adoption, occurring after obtaining the academic degree of Doctor after the defence of a thesis and considered when deciding to grant the fellowship.

Article 5

The promoter of an applicant to a part-time SPD fellowship shall meet the following conditions altogether:

- To be permanently appointed to an academic or scientific position or on probation in a university of the French-speaking Community of Belgium which has a faculty of medicine offering a complete curriculum.

- This appointment must have a final and conclusive assent from the competent body to legitimize this appointment in accordance with the Law or the university regulations by the time of the validation deadline fixed for the academic authorities (rectors) at the latest.
- This academic or scientific position must be effective by the time of the starting date of the fellowship, i.e., by the 1st of October at the latest, the year of the Grants and Fellowships Call concerned.

If the promoter of an applicant to a part-time SPD fellowship who is appointed permanently and accesses pension / becomes professor emeritus after the validation deadline fixed for the academic authorities (rectors) and before the end of the granting scheme in case of granting, the submission of the application shall be subject to the prior approval of the Head of institution where the research will be carried out.

The promoter permanently appointed who will access pension / become professor emeritus by the validation deadline fixed for the academic authorities (rectors) is not eligible.

Also applicants to a part-time SPD fellowship may conduct their research project under the supervision of a postdoctoral co-promoter from one of the institutions listed in [Appendix 1](#).

Article 6

During their part-time SPD fellowship, applicants must carry out their clinical activity in a university hospital (as defined in the federal regulations) or a hospital department as identified by the F.R.S.-FNRS in [Appendix 2](#).

Article 7

During their part-time SPD fellowship applicants must carry out their research activity in a university of the French-speaking Community of Belgium which has a faculty of medicine offering a complete curriculum, a university hospital (as defined in the federal regulations) or a university hospital department as identified by the F.R.S.-FNRS in [Appendix 2](#).

Article 8

No applicant may apply more than three times for the same fellowship. Applicants who have already benefited from the fellowship, regardless of the duration, may not apply either.

No applicant may apply for a part-time SPD Renewal fellowship if they have not been granted with a part-time SPD fellowship.

Article 9

The Grants and Fellowships Call is opened once a year and is published on the F.R.S.-FNRS website.

Applicants to a part-time SPD fellowship are able to submit their application either in French or English and online only through SEMAPHORE, the management platform of the calls for proposals, available at the following address: <https://applications.frs-fnrs.be>.

The F.R.S.-FNRS will give applicants to a part-time SPD Renewal (SPD-REN) fellowship access to the electronic form on the [SEMAPHORE](#) application. The **first renewal** of the part-time SPD fellowship shall be requested during the second year of the fellowship and simply upon request by the applicant. **As from the second renewal**, the application will be assessed by the relevant Scientific Commission.

It is recommended to applicants who wish to have their application file assessed by [Scientific Commissions](#) dedicated to SEN (Exact and Natural Sciences) and SVS (Health and Life Sciences) domains, as well as the Scientific Commission SHS-2, to submit their application in English¹.

All applications (SPD and SPD-REN) are submitted to a procedure including three successive electronic validations on the dates which will be indicated when the call for proposals is published on the F.R.S.-FNRS website:

- a. The validation by the applicant: it accounts as a confirmation that the application file is complete.
- b. The validation by the promoter selected pursuant to article 5: the F.R.S.-FNRS sends the application file to promoters so that they give their consent on the submitted research project and confirm the accuracy of the data provided by the applicant. The promoter may accept or refuse the application.
- c. The validation by the research unit (or Board of Education) of the university of the French-speaking Community of Belgium, to which the application file is transferred once promoters have given their consent. The academic authority may accept or refuse the application. The validation deadline fixed for the rectors puts a final end to the call for proposals.

Applications that have not been validated within the time-frame of the call cannot be taken into account.

A mini-guide specifies the validation dates as well as the documents which must be included in the application.

Article 10

All application files (SPD and SPD-REN) must include a letter of agreement by the head of the clinical department. By her/his approval, the head of the clinical department commits to respecting the specificities related to the part-time fellowship.

CHAPTER III: ALLOCATION AND DURATION OF THE FELLOWSHIP

Article 11

The Board of Trustees of the F.R.S.-FNRS shall decide on the allocation of part-time SPD fellowships.

Article 12

The part-time SPD fellowship is a research fellowship applicable for 2 years maximum, renewable three times (equivalent to a duration of 8 years maximum).

CHAPTER IV: OBLIGATIONS OF THE FELLOWSHIP HOLDERS

Article 13

Holders of a part-time SPD fellowship must be employed on a full-time basis in a university hospital (as defined in the federal regulations) or a university hospital department as identified by the F.R.S.-FNRS in [Appendix 2](#) at the latest on 1st October of the year when the fellowship is granted and should start.

¹ Should the application file be submitted in French, the F.R.S.-FNRS may require the applicant to provide a translation in English for the purpose of conducting the [ex-ante evaluation](#).

Article 14

Holders of a part-time SPD fellowship must inform the F.R.S.-FNRS before any change occurs in the fellowship.

Article 15

All funded research programmes must be in compliance with the ethics-related legal provisions in force.

Article 16

Holders of a part-time SPD fellowship must respect the discipline enforced by the academic authority of the institution where they work and observe its rules and regulations. As fellowship holders of the F.R.S.-FNRS, they are also required to adhere to the regulation on the property, protection and promotion of the results from the research carried out within the institution.

Article 17

By the time of each renewal application (except for the 1st renewal requested by the applicant), holders of a part-time SPD fellowship are required to provide a report on the scientific activities. The report must clearly indicate the distribution of time between their research and clinical activities.

At the end of the fellowship, part-time SPD fellowship holders shall communicate a final report to the F.R.S.-FNRS.

CHAPTER V: FINANCIAL PROVISIONS

Article 18

The hospital where part-time SPD fellowship holders carry out their clinical activity is their employer and shall remunerate them.

The F.R.S.-FNRS will reimburse half of the full-time annual cost of the part-time SPD fellowship holder to the hospital upon reception of the supporting documents. Cost (on-call duties not included) includes salary cost plus all direct and indirect salary costs.

The F.R.S.-FNRS reimbursement is limited to an annual amount assigned from the F.R.S.-FNRS².

The hospital-related salary of part-time clinical doctors who are also researchers can be higher than the research-related salary.

² Limitations in force are reported in the Grants and Fellowships Call mini-guide

APPENDIX 1

Attached institutions for the co-promoter

SPD instrument

Grants and Fellowships Call

Institutions de rattachement co-promoteur / Attached institutions for the co-promoter

Instrument Spécialiste postdoctorant / Post-doctorate Clinical Master Specialist instrument

(SPD)

<p>Co-promoteur d'une université CFB / Co-promoter of a CFB university</p>	<p>➤ Universités de la Communauté française de Belgique (CFB) Universities of the French-speaking Community of Belgium (CFB)</p> <p>Université Catholique de Louvain (UCL) Université Libre de Bruxelles (ULB) Université de Liège (ULiège) Université de Mons (UMons) Université de Namur (UNamur) Université Saint-Louis - Bruxelles (USL-B)</p>
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APPENDIX 2

F.R.S.-FNRS List of the hospitals and University hospital's departments

SPD instrument

Grants and Fellowships Call

Liste F.R.S.-FNRS des hôpitaux et services hospitaliers universitaires / F.R.S.-FNRS List of the hospitals and University hospital's departments

Instrument Spécialiste postdoctorant / Post-doctorate Clinical Master Specialist (SPD)

<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'UCL / UCL</u> <i>Hospitals and University hospital's departments</i></p>	<ul style="list-style-type: none"> ➤ CLINIQUES UNIVERSITAIRES SAINT-LUC ➤ CLINIQUES UNIVERSITAIRES MONT-GODINNE
<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'ULB / ULB</u> <i>Hospitals and University hospital's departments</i></p>	<ul style="list-style-type: none"> ➤ HÔPITAL ERASME ➤ INSTITUT JULES BORDET ➤ CHU BRUGMANN : <ul style="list-style-type: none"> • Service de médecine (comprend aussi la dermatologie) • Service de chirurgie • Service de gériatrie • Service de psychiatrie • Service de revalidation physique • Service d'anesthésie • Service d'hospitalisation chirurgicale de jour • Service de biologie clinique • Service d'imagerie médicale • Service de médecine nucléaire • Service d'hospitalisation non chirurgicale de jour • Service d'anatomie pathologique • Service d'immuno-hématologie-transfusion • Service des soins intensifs ➤ HUDERF : <ul style="list-style-type: none"> • Service de pédiatrie comprend toutes les cliniques spécialisées liées à la pédiatrie (cardiologie, endocrinologie, gastro-entérologie, diabétologie, néphrologie, douleurs et soins palliatifs, pneumologie, néonatalogie, soins intensifs et urgence, nutrition et maladies métaboliques, cancéro-hématologie, neurologie) • Service de psychiatrie infanto-juvénile • Service de chirurgie cardiaque et pédiatrique • Service d'anesthésiologie • Laboratoire de biologie clinique

- Service d'anatomie pathologique
- Service de dermatologie

➤ CHU SAINT-PIERRE :

- Service de diagnostic et traitement chirurgical comprenant :
 - Service de chirurgie digestive
 - Service d'orthopédie
 - Service de chirurgie vasculaire et thoracique
 - Clinique de chirurgie réparatrice
 - Service d'urologie
 - Service de stomatologie et chirurgie maxillo-faciale
 - Service d'ORL
 - Service d'ophtalmologie
- Service de diagnostic et de traitement médical comprenant :
 - Service des soins intensifs
 - Service de pneumologie
 - Service de gastro-entérologie
 - Service de neurologie
 - Service d'hématologie-oncologie
 - Service d'endocrinologie
 - Service de médecine physique
 - Service de révalidation cardio-pneumo
 - Service de dermatologie
- Programme de soins « patient gériatrique » comprenant :
 - Service de gériatrie
 - Service de psycho-gériatrie
- Service des maladies contagieuses
- Service des maladies infantiles comprenant :
 - Service de pédiatrie
 - Service de néonatalogie
 - Service de pédo-psychiatrie
- Service d'anesthésiologie-réanimation
- Service des urgences
- Service de gynécologie-obstétrique comprenant :
 - Service de gynécologie
 - Service d'obstétrique
 - Clinique de sénologie
- Service « pathologies cardiaques » comprenant :
 - Service de cardiologie
 - Service de chirurgie cardiaque
 - Service de révalidation cardia-pneumo
- Laboratoire de biologie clinique LHUB

<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'ULiège /</u> <i>ULiège Hospitals and University hospital's departments</i></p>	<ul style="list-style-type: none"> ➤ CHU LIÈGE ➤ C.H.R. DE LA CITADELLE <ul style="list-style-type: none"> • Service d'anatomie pathologique + dermatopathologie • Service d'anesthésie et réanimation • Service de chirurgie cardio-vasculaire • Service de gynécologie-obstétrique • Service d'hématologie clinique • Service de neurologie • Service de néonatalogie • Service de pédiatrie ➤ CENTRE HOSPITALIER DU BOIS DE L'ABBAYE ET DE HESBAYE - SITE SERAING <ul style="list-style-type: none"> • Service de gynécologie-sénologie-obstétrique
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