

RULES AND REGULATIONS

**POST-DOCTORATE CLINICAL MASTER SPECIALIST
FELLOWSHIP (SPD - SPÉCIALISTE POSTDOCTORANT)
– CLINICAL RESEARCHER (CCL - CHERCHEUR
CLINICIEN)**

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*) and Clinical Researcher (CCL – *Chercheur clinicien*) fellowship of the Fund for Scientific Research – FNRS (F.R.S.-FNRS).

Article 2

The part-time Post-doctorate Clinical Master Specialist (SPD) fellowship consists of a 6-year probation period divided into three two-year fellowships, followed by four-year fellowships that can be renewed without limits. As from the first four-year renewal, the name of the fellowship becomes Clinical Researcher (CCL).

Evolution of career and scientific evaluation cycles			
Period	Duration	Requested fellowship	Scientific evaluation
1st period (6 years)	2 years	Post-doctorate Clinical Master Specialist (SPD)	Two-step procedure : - Individual evaluation by remote experts - Evaluation by a Scientific Commission(CS)
	2 years	SPD 1 st Renewal	Not applicable (renewal on request)
	2 years	SPD 2 nd Renewal	Evaluation by a CS
2nd period* (yearly reports of activities)	4 years	Clinical Researcher (CCL)	Evaluation by a CS
	4 years	CCL 1 st Renewal and following	Evaluation by a CS

* In case the fellowship holder switches to another hospital, service or research topic during the fellowship, they must inform the F.R.S.-FNRS who will re-evaluate the file, in accordance with article 14.

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

Article 3

Holders of a part-time SPD and CCL 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: APPLICATION

Article 4

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 one of the fields of the health sector listed in [Appendix 1](#) 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 5

Applicants to a part-time SPD fellowship must have obtained the academic degree of Doctor in one of the fields of the health sector listed in [Appendix 1](#) after the defence of a thesis for maximum 5 years. This term shall expire at the latest on the validation deadline set for the academic authorities (rectors) to validate applications.

The maximum period of time set in paragraph 1 is extended for one additional year per childbirth and/or adoption.

Article 6

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

- Be permanently appointed¹ 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 set 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 1st October of the year of the Grants and Fellowships Call concerned at the latest.

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

The promoter permanently appointed who will access the legal age of retirement / become professor emeritus by the validation deadline set 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 2](#).

¹ Does not include logisticians.

Article 7

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 university hospital department as identified by the F.R.S.-FNRS in [Appendix 3](#).

Article 8

During their part-time 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 3](#).

Article 9

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.

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

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

Article 10

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

The application for a part-time SPD fellowship can be submitted in French or in English. It must only be submitted on [e-space](#), the online platform dedicated to the calls for proposals.

Applicants to a part-time SPD Renewal (SPD-REN), CCL, or CCL Renewal (CCL-REN) fellowship are given access to the electronic form by the F.R.S.-FNRS on [e-space](#).

Applicants are recommended to submit their application in English².

All applications are submitted to a procedure including three successive electronic validations on the dates that will be indicated when the call is published:

- 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 6: the F.R.S.-FNRS transfers 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 administration (or Board of Education) of the university of the French-speaking Community of Belgium, to which the application file is transferred once

² 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](#).

promoters have given their consent. The academic authority may accept or refuse the application. The validation deadline set 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 11

All application files must include a letter of agreement by the head of the clinical department. By their approval, the head of the clinical department commits to respecting the specificities related to the part-time fellowship.

CHAPTER III: ALLOCATION OF THE FELLOWSHIP

Article 12

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

CHAPTER IV: OBLIGATIONS OF THE FELLOWSHIP HOLDERS

Article 13

Holders of a part-time 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 3](#) at the latest on 1st October of the year when the fellowship is granted and should start.

Article 14

Holders of a part-time 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 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

During the probation period, 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.

After the probation period, at the end of each academic year, holders of a part-time CCL fellowship are required to send to the F.R.S.-FNRS a report on the scientific activities they have carried out along the year. This report is to be uploaded on their personal [e-space](#) page.

These reports must clearly indicate the distribution of time between their research and clinical activities.

At the end of the fellowship, part-time fellowship holders shall communicate a final report to the F.R.S.-FNRS. This report is to be uploaded on their personal [e-space](#) page.

CHAPTER V: FINANCIAL PROVISIONS

Article 18

The hospital where part-time SPD and CCL 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 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.-FNRS³.

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

³ *Limitations in force are detailed in the Grants and Fellowships Call mini-guide.*

APPENDIX 1

Fields of the health sector

SPD and CCL instrument

Grants and Fellowships Call

Domaines du secteur de la santé / Fields of the health sector

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

Instrument Chercheur Clinicien / Clinical Researcher (CCL)

- Sciences médicales / *Medicine*
- Sciences biomédicales et pharmaceutiques / *Biomedical and Pharmaceutical Sciences*
- Sciences dentaires / *Dentistry*
- Sciences de la santé publique / *Public Health*
- Sciences de la motricité / *Motor Sciences*
- Sciences vétérinaires / *Veterinary Sciences*

APPENDIX 2

Attached institutions for the co-promoter

SPD and CCL 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)

Instrument Chercheur Clinicien / Clinical Researcher (CCL)

<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 (UCLouvain) 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 3

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

SPD - CCL 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 departments

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

Instrument Chercheur Clinicien / Clinical Researcher (CCL)

<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'UCLouvain / UCLouvain Hospitals and University hospital departments</u></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 Hospitals and University hospital departments</u></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 revalidation 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 revalidation cardia-pneumo
- Laboratoire de biologie clinique LHUB

Hôpitaux et services hospitaliers universitaires rattachés à l'ULiège /
ULiège Hospitals and University hospital departments

➤ CHU LIÈGE

➤ C.H.R. DE LA CITADELLE

- 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

- Service de gynécologie-sénologie-obstétrique