



ELF Fellowships

Overview

From Summer 2023, Exeter Leukaemia Fund will be offering haematology staff at the Royal Devon the opportunity to apply for an ELF Fellowship to complete further study, join an academic study, or attend a course or conference.

ELF Fellowships range in value from £100 - £10,000 and are available to any member of staff working in haematology or a related area.

Successful applicants will be known as ELF Fellows for the duration of their period of study.

Applications for Round 1 will close on 30 September, with decisions made by 31 October. If the Fellowship fund is not spent down in Round 1, a second round will be opened later in the year.

Criteria

- Applicants must be employed by the Royal Devon University Healthcare NHS Foundation Trust at the time the course of study or conference begins.
- Applications are welcomed from staff across the Trust working in haematology or a related area.
- The proposed course of study or conference must offer a clear benefit to haematology services at the Trust, either to patients or staff.

Further Details

- Fellowships are available to cover the costs of further study on a degree or diploma programme, to join an academic study or continuing professional development course, or to attend a conference.
- The value of the grant awarded will be in line with the cost of the programme.
- The maximum award value will typically be no more than £10,000 but additional funds may be available for exceptional candidates/applications.
- Applications are welcomed for any course or programme of study which will bring a benefit to the delivery of haematology services at the Royal Devon. Your application should outline how you feel you will benefit from the programme personally, as well as the wider benefit it will offer to staff and patients.
- Fellowships will typically cover the fees of the conference or course of study only, and will not usually cover travel, accommodation or subsistence costs, except where it would not be possible for the applicant to complete the programme without these costs being covered. If

funds are needed to cover travel, accommodation or subsistence this should be included in the application.

- Payments will typically be made directly to the course provider.
- Applications are welcomed before or after application to the programme of study. If you are successful in receiving an ELF Fellowship, funds will be held until you know the outcome of your programme application. If you are not successful we will discuss next steps with you, but if you want to apply for an alternative course you will typically need to reapply in future Fellowship rounds.
- Funds will not normally be given for a course of study which has already commenced at the time of application.

Expectations

- All successful applicants (known as ELF Fellows during the year/s in which they are enrolled on their programme) should complete an evaluation form on completion of the programme.
- For courses which last longer than one year, an evaluation will be required at the end of each year of study.
- For Fellowships which value over £1,000, Fellows will be asked to deliver one outreach activity for ELF supporters, to be arranged with ELF at a mutually convenient opportunity.
- If an individual fails to complete a programme of study, Exeter Leukaemia Fund will make every effort to obtain a refund for any funds already paid out. If a refund is not available, the individual may be liable to repay any costs which cannot be recovered. Extenuating circumstances will always be taken into account.

Application and Selection

- Applicants should first seek approval from their line manager or department head before applying.
- The Application Forms is available on the ELF website, or from the ELF Office.
- Applications should give full details of the course, the course provider, the duration of the programme and details of any absence from your role which may occur as a result of joining the course.
- Please ensure to include full costs of the programme, including any materials, travel, accommodation or subsistence. If you are unsure of the exact costs (for instance hotels or train tickets in the future), please include an estimate. Costs associated with the programme which are not included on the initial application are unlikely to be covered by the ELF Fellowship programme.
- Applications will be assessed by a panel including ELF and Trust staff.
- Decisions will be based on the overall impact the Fellowship will have on haematology services at the Royal Devon, the professional outcomes for the applicant, the value for money and quality of the programme, and the quality of the application.
- Successful applicants will be notified after the closing date at which point they will be asked to agree to the expectations set out above for ELF Fellows.