

	<h1>TRAINING POLICY STATEMENT</h1>
	<p>Version 1.0 Last update: February 5th 2009</p>

Overall objectives:

1. ENGAGE is committed to supporting the training of scientists in the areas that span the purview of the ENGAGE project and WPs. This includes methods in molecular epidemiology, genome medicine and novel technological and statistical approaches to the study of human disease: high-throughput genotyping, biostatistical analyses, federated database construction, quality assessment of large epidemiological studies, family studies, ethical and societal issues. This training will build on the experience obtained in ENGAGE, MolPAGE, MORGAM, Cardiogenics, DiOGenes, GenomEUtwin, and PHOEBE plus the expertise of individual Partners.
2. The training aims to create synergies in the further education of scientists and medical professionals to enhance their skills and knowledge using results and developments emanating from the ENGAGE project.
3. The training will also promote collaboration between ENGAGE Partner institutes and other European institutions offering national or international training programmes in relevant areas.

Target group

ENGAGE training is targeted primarily to young scientists including pre-and post-doctoral researchers in any of the scientific areas listed in 1 above. Women are especially encouraged to participate. Senior clinicians and scientists are also encouraged to participate in ENGAGE training activities but should note that funds for this training may be limited and such applicants are encouraged to supplement the training funds using resources from their host institute and other sources.

Types of training

ENGAGE may host several types of training activities including workshops, an exchange and mobility programme, international summer institutes, an annual meeting with junior investigators, visiting lecturers and short duration hands-on-training. These are described in further detail below.

Partners organizing training events funded partially or totally by ENGAGE will be requested to fill-in an ENGAGE Training Event Report after the completion of the training event and send it to the coordination office (*see annex 3*).

Approximately one-half of the training and mobility budget will be used to organize workshops and meetings for participants and students. The ENGAGE training funds are limited and to help fulfil our training ambitions the ENGAGE training WP will also seek to obtain additional training funds during the tenure of the project.

a) Workshops

Annually two to three workshops will be organized that cover some of the topics under point 1 above. These may be organized in conjunction with relevant scientific meetings to save on travel costs and/or in conjunction with related scientific initiatives or projects. ENGAGE will attempt to obtain supplemental funding so that we can increase our training program and so that relevant workshops can be opened up to help fund students outside the ENGAGE consortium.

b) Exchange and mobility programme

An exchange and mobility programme is established for the purpose of special training related to the science undertaken in the ENGAGE project. This programme will aim to support some of the costs associated with the exchange of doctoral or post-doctoral students for 3-6 months. Experienced investigators and technicians can also apply. Since ENGAGE funds for training are limited the amount of support will be determined on a case-by-case basis taking into account other potential sources of funding for the candidate.

With this programme, the ENGAGE consortium offers the opportunity:

- to train at any or all of the participating centres
- to be credited for fulfilment of PhD requirements (based on individual request from the application at his/her local University)
- to attend courses, workshops, and meetings offered outside of the participating countries
- for participating scientists to represent the project at international meetings.

Priorities for consideration of applicants:

1. ENGAGE centre student/post doc seeking to visit other ENGAGE centres, seeking expertise for a specific ENGAGE project
2. ENGAGE centre student/post doc seeking to visit non- ENGAGE centres, but seeking expertise for a specific ENGAGE project
3. ENGAGE centre student/post doc seeking to visit non- ENGAGE centres to obtain general expertise in an area not available at the home centre

Applications from centres that have not received previous ENGAGE funding for exchange students will have priority over those that already have done so (that is the centre that is the primary home of the student, not the hosting centre).

How to apply?

Applications may be submitted at any time and should comply with the format described in Annex I below. (**link to web page**) The completed application form and all requested documents (see Annex 1 & 2) should be submitted to the ENGAGE Training Committee. The ENGAGE Training Committee will review the applications, seeks clarification when necessary and make recommendations to the ENGAGE Steering Committee which takes the final decision. The home centre and the host centre are not allowed to participate in the decision making process.

When will the applicants be notified on whether the application has been accepted?

The ENGAGE Training Committee will notify the applicant of the decision as to fund/ not to fund after a Steering Committee has been held and/or preferably within a month after the application has been submitted.

What expenses will be covered by the ENGAGE Exchange program?

ENGAGE will partially or totally support costs related to visits by students to other participating centres such as travel costs to the host institution, accommodation costs, local transportation and meals.

What expenses should be covered by the home institution and the host institution?

The applicants should continue to receive salary from their home institute, and the host institute should not get any compensation for hosting the applicants. The applicants should attach to their application letters of agreement from their home institution and the host institution describing the necessary financial guarantees (see Annex 2).

The applicants are required to include in their application a detailed budget overview showing all costs related to their visit, specifying what will be paid by the host institution, the home institution and what is requested to be paid by ENGAGE.

When will the ENGAGE grant be paid out?

The grant is a reimbursement after completion of the exchange. Original receipts are required for all reimbursable expenses. The ENGAGE training committee encourages the institutions involved to assist with upfront costs whenever possible.

Reporting

Upon completion of the exchange, a brief report (1 page max) by the student/staff should be submitted to the ENGAGE Training Committee within a month after the completion of the exchange.

Full-time and part-time

Although as a general rule the exchange programme is expected to be full-time, flexibility is possible for instance in terms of splitting an exchange programme into more than one stay, or through part-time working, if justified and appropriate in the frame of the project implementation.

Who will provide insurance?

EU nationals should obtain a European Health Insurance Card used which provides free or reduced-cost medical treatment in the event of illness anywhere in the European Union. Non-EU nationals or applicants travelling outside of EU should take out appropriate personal health insurance for the period they will be abroad. Travel insurance is also recommended for all applicants.

Who will provide work permit and visa (when necessary)?

A work permit usually is required for stays longer than three months. For further information, we recommend that the applicants contact their local authorities and/or the embassy of the country they will be visiting.

Information about the exchange program will be posted on the ENGAGE web site (www.euengage.org) and will be sent regularly to all centres.

c) International Summer Institute

An international Summer Institute on socio-ethical issues will be held which emphasizes clinical and translational aspects associated with genetic, genomic and ‘omic’ science.

d) Annual meeting for junior investigators

As part of the ENGAGE annual project meetings we will include an annual meeting of junior investigators to provide opportunities for presentations and discussions of ENGAGE research and recent developments in the field. It will also promote networking, exchange of ideas and mobility.

e) Visiting lecturers

Visiting lecturers will be invited to present to the group, and the meetings will be organized in conjunction with the project general assembly meeting.

f) Hands-on training at participating centres

Hands-on training at participating centres will be organized as part of the ENGAGE exchange program. Also short visits (one week) may be arranged.

g) Expertise

Scientists from the ENGAGE consortium will also participate in seminars and provide expertise for broader European training courses reaching out to the medical and scientific communities.

Composition of the ENGAGE training committee

Professor of Epidemiology Jaako Kaprio, MD, PhD, Finnish Institute for Molecular Medicine). University of Helsinki, Helsinki, Finland

Professor Alun Evans, Department of Epidemiology and Public Health
The Queen's University of Belfast, Belfast , UK

Senior Researcher Jennifer Harris, PhD, Department of Genes and Environment Norwegian Institute of Public Health, Norway

Adviser, Isabelle Budin Ljosne, Department of Genes and Environment Norwegian Institute of Public Health, Norway

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Annex 1 - Application form - ENGAGE Exchange and mobility program

Annex 2 – Letters of agreement

Annex 3 – Engage Training Event Report

Annex 1

Application form - ENGAGE Exchange and mobility program

First name:	Last name:
Date of birth:	Sex: <input type="checkbox"/> female <input type="checkbox"/> male
E-mail:	Phone number:

HOME INSTITUTION
Job title at home institution: Degree/ qualification: Name of home institution: Department / Unit: Home institution contact person and e-mail: Is the home institution an ENGAGE institution? <input type="checkbox"/> yes <input type="checkbox"/> no

HOST INSTITUTION
Name of host institution: Department / Unit: Host institution contact person and e-mail: Is the host institution an ENGAGE institution? <input type="checkbox"/> yes <input type="checkbox"/> no

Exchange period (dd/mm/yy): from .../.../... to .../.../...

Type of exchange: full-time part-time

Documents enclosed:

- CV
- Project description including a description of goal, method and expected results for the research (at most 1 page of text)
- List of publications
- Letter of agreement from home institution and host institution
- Itemized budget for living and travel costs showing what will be paid by the host institution, the home institution and what is requested to be paid by ENGAGE

Date and signature of the applicant

Annex 2: Letters of agreement

The letters of agreement should at least contain the following information:

LETTER OF AGREEMENT FROM HOME INSTITUTION

- Name and degree/ qualification of applicant
- Name of the home institution
- Name of the host institution
- Name of supervisor
- Period and dates of exchange
- A confirmation that the applicant has received approval from his/her home institution to apply for funding and participate in the ENGAGE Exchange program.
- A confirmation that the applicant will continue to receive his/her salary from the home institution for the duration of the exchange.

LETTER OF AGREEMENT FROM HOST INSTITUTION

- Name and degree/ qualification of applicant
- Name of the home institution
- Name of the host institution
- Name of training supervisor
- Period and dates of exchange
- A confirmation stipulating that the applicant will be received by the host institution for the duration of their stay and the nature of the training they will receive.
- A confirmation that the host institution will not require any financial compensation for welcoming the applicant for the duration of the exchange.

Annex 3: ENGAGE Training Event Report

ENGAGE TRAINING EVENT REPORT

Please fill in this form if your institution has organized an ENGAGE training event.

Type of training performed:

- Course/training programme. Did the course include a final exam? Yes No
- Credit value (if any) :
- Workshop/ Seminar
- Other:

Title/description:

Held from .../.../.../ to .../.../... Total number of hours:.....

Total number of participants (faculty not included): of whichwomen and men

Number of participants from ENGAGE partner institutes:

Number of participants from other institutes:

Number of lecturers from ENGAGE partner institutes:

Number of lecturers from other institutes:

Number of participants with the following degree types held:

Bachelor:..... Master:..... PhD: Postdoc:.... Other:

Nationality of participants (please list number of participants per country)

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Did the training event include: Poster sessions Yes No
 Presentations from students: Yes No

Was an evaluation form distributed to participants? Yes No
If yes, response rate:%

Most important feedback received from participants:

Please send this form to the ENGAGE coordination office and attach the final programme for the training event including information about faculty (names, titles).