



**American Pediatric Surgical Association
American Pediatric Surgical Association Foundation**

TRAVEL FELLOWSHIP GUIDELINES

The Travel Fellowship, supported by APSA and the APSA Foundation, is an annual award for young surgeons from low- or middle-income countries (LMIC). The fellowship allows the recipients to attend the APSA Annual Meeting and experience educational and networking opportunities in the United States.

Application Guidelines

- All applications are submitted online via the APSA website.
- Applicants must live outside of the United States and Canada.
- Applicants must practice in low- or middle income countries.
- Applicants must be engaged in the practice of general pediatric surgery.
- Applicants must be proficient in English.
- Applicants must be able to attend the next calendar APSA Annual Meeting.
- Applicants should show dedication to leadership in the care of children in the region. Specifically, the applicants must be able to effectively describe how the Travel Fellowship and the extended observership will help them improve their practices and provide sustainable improvement in the pediatric surgical services provided to children in their home settings.
- Preference will be given to applicants who have not received previous international fellowship sponsorship support or have not done prior international observerships.
- Preference is given to surgeons who are early in their careers, preferably within 10 years of completion of training.
- Preference is given to those who have not visited US centers previously.
- APSA members are not eligible.

General Rules

- Up to two recipients selected per calendar year.
- Family members of selected Travel Fellows are not included in the Travel Fellowship Program.
- Each applicant must have an APSA sponsor who is a member of APSA in good standing. The sponsor will serve as his/her host for the duration of the annual meeting attended by the fellowship recipient; may arrange visits to U.S. programs; will mentor or facilitate opportunities to continue to pursue his/her professional goals after return to his/her country.
 - If an applicant does not know an APSA member for application sponsorship, he/she should indicate this in their application and a member of the Global Pediatric Surgery Committee (GPSC) will be assigned to serve in this role.
- Applicants are evaluated and recommended by the GPSC with final approval by the APSA Board of Governors.
- Applicants may be interviewed by members of the GPSC.

Fellowship Benefits

- Reimbursement of travel expenses to and from the APSA Annual Meeting (lowest fare, coach class, booked at least 28 days in advance).
- Lodging during the APSA Annual Meeting.
- Full registration for the APSA Annual Meeting (includes meals provided at the meeting).
- Stipend of USD \$200.
- A complimentary one-year, subscription to the APSA Pediatric Surgery NaT (Not-a-Textbook).
- The opportunity to participate in an extended fellowship of 4-6 weeks for specialized observership/training opportunities in an area of pediatric surgery where the candidate intends to focus.
- Reimbursement of expenses for the extended observership (in-country flights to and from the sponsoring site, meals and accommodations) will be considered and vetted on a case-by-case basis by the GPSC with final approval by the APSA Board of Governors.
- Award recipients are responsible for all other expenses.

Application Details

Supporting Documentation

- Verification of medical school completion
- Verification of surgical training in adult and pediatric surgery. Verification should include:
 - Letter from training director in adult surgery with training dates and director's contact information
 - Letter from training director in pediatric surgery with training dates and director's contact information
- Curriculum vitae, including:
 - Date of birth
 - Training dates and locations/institutions
 - Bibliography with a list of publications, abstracts, book chapters, oral presentations at congresses (specify if applicant is the primary author, marked with *, or senior author marked with **). Include titles, all authors, journal name, year, volume and pages; meeting name and date. Avoid articles pending or in-progress.
 - Honors/awards received
 - All fellowships received, including name and year
 - All previous conferences attended, including location and year
- Personal statement. This is a personal statement regarding the applicant's practice and goals.
- A letter of recommendation from the head of the department of surgery at the applicant's hospital, addressing the following:
 - Support for the applicant to have time away from work to attend the APSA meeting and additional time for observership at the APSA sponsor's institution, if applicable.
 - Description of how the applicant's institution will help the applicant incorporate his/her APSA fellowship training experience into his/her practice; what mentorship and financial or material resources will be provided to reach career goals.
- A letter of recommendation from his/her APSA sponsor, describing the kind of support the member will provide to the applicant during and after the meeting. The APSA sponsor should describe his/her own experience working in LMICs and describe any previous, current or future partnerships. The sponsor should detail his/her plan for a sustainable partnership between the applicant and the sponsor.
- Copy of applicant's current licensure.
- Verification of board certification in adult surgery.
- Verification of board certification in pediatric surgery, if applicable.
- Jpg file of applicant's photograph.

Responsibilities of the APSA Sponsor/Host

- Aid in preparation of the Travel Fellow's presentation at the APSA meeting.
- Serve as host at the APSA Annual Meeting to ensure the Travel Fellow can take full advantage of the meeting.
- Make specific arrangements for additional time at hospitals for clinical observership or training courses in the United States, if applicable.
- May secure additional support to provide further training or program development after the fellow's return to their home country.

If accepted, the following conditions will apply for the Travel Fellow:

1. You will work with your APSA Host throughout your fellowship. You are responsible to inform your host of any health conditions that would affect your travel (including recent surgery or hospitalization, pregnancy or health conditions that require medical attention) as soon as you have knowledge.
2. You are responsible to notify your host of your trip arrangements in order to ensure reimbursement and best travel arrangements possible. Reimbursement will cover the lowest fare coach class booked at least 28 days in advance. Approved expenses will also be reimbursed for the extended observerships, including in-country flights to and from the sponsoring sites, meals and accommodations. Details of these arrangements should be discussed with your Host. They will be vetted on a case-by-case basis by the Global Pediatric Surgical Committee, with final approval by the APSA Board of Governors. Travel Fellows are responsible for all other expenses.
3. You will be responsible for paying for your international flights. APSA will reimburse these expenses after your return to your home and upon the submission of receipts showing proof of purchase.
4. APSA encourages you to provide documentation of immunizations fulfilling U.S. vaccination requirements for health care workers. Your APSA Host will be in touch with you regarding pre-arranged observerships which may have the list of immunizations you will need. You can discuss required immunizations at that time.
5. APSA strongly encourages you to purchase health insurance coverage in the U.S. that includes medical benefits, repatriation of remains, medical evacuation and deductible expenses for in-country accidents and illnesses. Your APSA Host will be in touch with you regarding pre-arranged observerships which may require health insurance. This award does not provide health insurance coverage during your trip to the United States; the APSA host and the APSA Board of Governors will not be responsible for your health insurance coverage.
6. You will be required to sign a letter of intent provided by APSA regarding the start and end date of the fellowship. Any visa letter provided by APSA will cover dates and locations for fellowship and observership (if applicable) only.

Selection Process

- Application Deadline – **January 31**
- Committee review, evaluation and recommendation – **APSA Annual Meeting**
- Selection by APSA Board of Governors – **June 30**
- Notification – **July 31**
- Recipient Confirmation of Acceptance – **August 31**

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