

RULES AND REGULATIONS

POSTDOCTORAL MEDICAL DOCTOR APPLICANT TO AN MSC FELLOWSHIP (CSPD – CANDIDAT ·E SPÉCIALISTE POSTDOCTORANT ·E)

***ADOPTED BY
THE F.R.S.-FNRS BOARD OF TRUSTEES***

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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 Postdoctoral Medical Doctor Applicant to an MSc (CSPD – *Candidat·e spécialiste postdoctorant·e*) fellowship of the Fund for Scientific Research - FNRS (F.R.S.-FNRS).

CSPD 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 CSPD fellowship shall carry out a postdoctoral-level research work in a university of the French-speaking Community of Belgium and undertake an Advanced Master simultaneously under the supervision of a promoter, while pursuing a part-time activity in a hospital.

CHAPTER II: APPLICATION

Article 3

Applicants to a part-time CSPD fellowship must hold the academic degree of Medical Doctor and 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.

Article 4

Applicants to a part-time CSPD 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 used to calculate eligibility based on the required academic seniority is extended by:

- 15 months per childbirth regardless of the number of children per delivery
- 12 months per child for whom the applicant is a parent¹ (as a legal parent, co-parent, adoptive mother or father, adoptive co-parent, or any other form of legal parenthood established by recognition or court decision) and whom the applicant did not give birth to;
- 12 months for applicants who have taken in one or more children at the same time as foster parents², designated as such by the court, by an accredited placement service of the competent community, or by a community service responsible for youth protection (youth welfare services, Special Youth Assistance Committee), in the context of a long-term placement.

¹ In case of multiple pregnancy, the non-birthing parent will have their eligibility extension capped at 12 months.

² In the case of fostering siblings, the concerned parent will have their eligibility extension capped at 12 months.

These extensions are cumulative.

Article 5

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

- Be permanently appointed³ 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 CSPD 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.

The researcher-promoter of a Ulysse Incentive Grant for Mobility in Scientific Research (MISU) who genuinely carries out the fellowship 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, may be promoter of an applicant to a part-time CSPD fellowship.

Also applicants to a part-time CSPD fellowship may conduct their research project under the supervision of a postdoctoral co-promoter from one of the institutions listed in [Appendix 2](#).

Article 6

During the entire clinical training period, applicants to a part-time CSPD fellowship must be under the supervision of an training supervisor who performs 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](#).

During their part-time CSPD fellowship:

- Applicants shall carry out most of their clinical training in a university hospital or a university hospital department located in French-speaking Community of Belgium (as defined in the federal Law) listed in [Appendix 4](#).
- Applicants may carry out their clinical training for a maximum of 12 months full-time equivalent in a Belgian non-academic hospital or a Belgian hospital department not related to a university (as defined in the federal Law).

³ Does not include logisticians.

Article 7

All applicants who will have completed their specialisation before the end of their part-time CSPD fellowship must carry out their clinical activity for the remaining period of the fellowship 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 CSPD 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

Applicants may not 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 CSPD Renewal fellowship if they have not been granted with a part-time CSPD fellowship.

Article 10

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

Only one application for a part-time CSPD 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 CSPD Renewal (CSPD-REN) fellowship are given access to the electronic form by the F.R.S.-FNRS on [e-space](#). **The first renewal** of the part-time CSPD fellowship shall be requested during the second year of the fellowship and is granted upon simple request by the applicant. **The second renewal** will be assessed by the relevant Scientific Commission.

Applicants are recommended to submit their application in English⁴.

All applications (CSPD and CSPD-REN) 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 applicant has submitted an application.
- b. The validation by the promoter selected pursuant to article 5: the F.R.S.-FNRS transfers the application file to promoters so that they give their approval for the submitted research project and confirm the accuracy of the data mentioned in the application file. 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 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.

⁴ 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](#).

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

No further change or modification to the proposal can be made after the validation deadline by the applicant.

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

Article 11

All part-time CSPD-REN application files must include:

- The latest specialisation internship programme approved by the French-speaking Community of Belgium;
- The letter from the training supervisor, who commits to respecting the specificities related to the part-time fellowship as well as verifying that the specialisation internship programme does meet the provisions in article 6.

Applicants to a part-time CSPD-REN fellowship who will have completed their specialisation must include the letter of agreement from 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 AND DURATION OF THE FELLOWSHIP

Article 12

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

Article 13

The part-time CSPD fellowship is a research fellowship applicable for 2 years maximum, renewable two times (equivalent to a duration of 6 years maximum).

The part-time CSPD fellowship may begin at any time of the specialisation. However, it must end at the latest 4 years after the end of the specialisation.

CHAPTER IV: OBLIGATIONS OF THE FELLOWSHIP HOLDERS

Article 14

Holders of a part-time CSPD fellowship must meet the following conditions at the latest on 1st October of the year when the fellowship is granted and should start:

- To take part in a specialisation internship programme approved by the French-speaking Community of Belgium;
- To be enrolled in an Advanced Master programme in a university of the French-speaking Community of Belgium;
- To be employed on a full-time basis in a hospital in Belgium.

Article 15

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

Article 16

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

Article 17

Holders of a part-time CSPD 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 18

The F.R.S.-FNRS may, at the request of a holder of a part-time CSPD fellowship noticed by email to bourses-mandats@frs-fnrs.be, give agreement to spend a maximum of 12 months outside the Wallonia Brussels Federation (FWB “*Fédération Wallonie-Bruxelles*”) if the following conditions are fulfilled:

- Be employed on a full-time basis in a hospital in the FWB;
- To include the duration of their stay outside the FWB in the time allocated to their research activity;
- Submit the prior agreement of the promoter and the training supervisor or the head of the clinical department to the F.R.S.-FNRS (and of the academic authorities in a case of a long-term stay of 90 days or more).

Lastly, the insurance will be entirely at the personal expense of the holder of a part-time CSPD fellowship.

Article 19

As part of the second renewal, holders of a part-time CSPD 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 CSPD 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 20

The hospital where part-time CSPD 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 CSPD 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.-FNRS⁵.

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

⁵ Limitations in force are detailed in the Grants and Fellowships Call mini-guide.

APPENDIX 1

Fields of the health sector

CSPD instrument

Grants and Fellowships Call

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

Instrument Candidat·e spécialiste postdoctorant·e / Postdoctoral Medical Doctor Applicant to an MSc
(CSPD)

- 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

Relevant institutions for the co-promoter

CSPD instrument

Grants and Fellowships Call

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

Instrument Candidat·e spécialiste postdoctorant·e / Postdoctoral Medical Doctor Applicant to an MSc
(CSPD)

Co-promoteur·rice d'une université CFB / Co-promoter of a CFB university	<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)</p> <p>Université Libre de Bruxelles (ULB)</p> <p>Université de Liège (ULiège)</p> <p>Université de Mons (UMons)</p> <p>Université de Namur (UNamur)</p>
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APPENDIX 3

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

CSPD 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 Candidat·e spécialiste postdoctorant·e / Postdoctoral Medical Doctor Applicant to an MSc (CSPD)

<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'UCLouvain /</u> <i>UCLouvain Hospitals and University hospital 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 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

**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

APPENDIX 4

List of the hospitals and University hospital departments in French-speaking community of Belgium (**as defined in the federal Law**)

CSPD instrument

Grants and Fellowships Call

Liste des hôpitaux et services hospitaliers universitaires situés en Communauté française de Belgique **(au sens de la législation fédérale)** / List of the hospitals and University hospital departments in French-speaking community of Belgium **(as defined in the federal Law)**

Instrument Candidat spécialiste postdoctorant / Postdoctoral Medical Doctor Applicant to an MSc (CSPD)

<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'UCLouvain /</u> <i>UCLouvain Hospitals and University hospital 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 /</u> <i>ULB Hospitals and University hospital departments</i></p>	<ul style="list-style-type: none"> ➤ HÔPITAL ERASME ➤ INSTITUT JULES BORDET
<p><u>Hôpitaux et services hospitaliers universitaires rattachés à l'ULiège /</u> <i>ULiège Hospitals and University hospital 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 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