**Birmingham Mayo Exchange Fellows – Guidelines**

Through a generous donation, we are able to offer University of Birmingham clinicians and BHP partners and NHS consultants the chance to apply for a [Mayo Fellowship](http://www.mayoclinic.org/) of between 2-6 months, with salary, travel, accommodation and consumable costs covered across any of the three Mayo sites of Rochester, Minnesota; Phoenix, Arizona or Jacksonville, Florida. The aim of the Mayo Fellowship is to foster collaboration between the organisations that will lead to long-term clinical and research collaborative partnerships.

Applications will be considered all year round and will be put to the panel members for approval as and when received. Please feel free to contact Yvonne Dawson in the first instance to discuss any queries you may have.

If interested, please complete the [application form](https://www.birmingham.ac.uk/Documents/college-mds/research/rkto/Mayo-Fellowship-Application.doc) along with a letter of support from your Mayo contacts and your current CV by email to Yvonne Dawson at [y.dawson@bham.ac.uk](mailto:y.dawson@bham.ac.uk)

* All applicants must be able to articulate a clear research programme and evidence support for the proposal from clinical and/or research connections at Mayo and the University of Birmingham supervisor.
* Please ensure that the information provided on the application form shows the vision for your research, the key transferrable skills brought back to Birmingham and/or bringing to the Mayo Clinic, and the potential for long-term collaboration.
* If successful, any trips must be taken within 2 years of the application being approved. If funding is not used within 2 years an updated application must be submitted to the panel with an updated breakdown of costs.

To read short case reports of those who have benefited from this funding scheme in the past please visit the [Mayo website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/mayo-fellowship/index.aspx).

**Points to consider:**

* All travel and short term hotel bookings should be made through Key Travel.
* Furnished apartments for longer stays at Rochester, Minnesota can be found via the following links-
* [Gerrard Companies](http://www.gerrardcompanies.com/SearchProperties/TheParkinKutzky.aspx)
* [Hilton](https://www.hilton.com/en/hotels/rstrohw-homewood-suites-rochester-mayo-clinic-area-saint-marys/)
* A contract between the University of Birmingham and the Mayo Clinic may need to be put in place. If in doubt, please discuss with the Contracts Team - [rescontracts-enquiries@contacts.bham.ac.uk](mailto:rescontracts-enquiries@contacts.bham.ac.uk)
* Additional expenses (such as car hire) can be claimed back through the usual University expense route (Core) as long as they have been included in the application and have been approved by the application review panel.