

PerfeTTO International Fellowship Programme

Guidelines

Introduction

The IRCCS Centro di Riferimento Oncologico di Aviano (IRCCS CRO Aviano) is the task Leader of the International Fellowship Programme implemented under the PerfeTTO Network – “Life Science TTO Network” (Project Code PNC-E3-2022-23683268), funded by the Italian Ministry of Health under the Piano Nazionale Complementare (PNC). The objective of the PerfeTTO project is to establish and consolidate the first Italian national network of Technology Transfer Offices (TTOs) bringing together Scientific Institutes for Research, Hospitalization and Healthcare (IRCCS), Universities and Research Organizations operating in the Life Sciences sector. The Network achieves this objective through the development and delivery of services, tools and Programmes designed to bridge the gap between research and innovation, foster technology development and promote the valorization and transfer of research results.

Within the framework of the PerfeTTO project, the International Fellowship Programme is part of the activities of **Work Package 2 – Training**, coordinated by IRCCS "Saverio de Bellis", with IRCCS CRO Aviano serving as Task Leader. The Programme is implemented in collaboration with the following Level II Spokes: The University of Pavia, the Campus Bio-Medico University of Rome, the Centro San Giovanni di Dio Fatebenefratelli IRCCS, and the Fondazione IRCCS Istituto Neurologico Carlo Besta.

The PerfeTTO International Fellowship Programme invites leading international TTOs to host a Technology Transfer professional (TT professional) from the Network for a short period of time, up to four weeks, to foster mutual knowledge exchange, share best practices, and potentially lay the groundwork for future cross-border collaboration in the field of technology transfer and life sciences.

The **Host Institution** and the **Home Institution** of the participant shall cooperate in developing a strategic partnership through the sharing of initiatives in areas of mutual interest and by promoting common platforms and activities for the valorisation of research outcomes.

In particular, the Parties may collaborate in the following areas:

- Sharing of knowledge, expertise, and best practices in technology transfer and intellectual property management;
- Exchange of expertise on key topics, including IP evaluation and portfolio management, licensing processes, technology assessment and development, spin-off/start-up creation, and partnership building;
- Promotion of the international valorisation and transfer of scientific research towards the entrepreneurial ecosystem;
- Development of new collaborations and strengthening of connections within the PerfeTTO Network.

The programme includes the following steps:

1. Receipt of the **Application Forms** submitted by **Host Institutions** in response to the call for participation;
2. Receipt of the **Application Forms** submitted by **candidates**, followed by the evaluation of applications in order to identify the most suitable matches between candidates and hosting organisations;
3. Provision of a **Collaboration Agreement** template to be signed by the Home and Host institutions. Organisations may also use their own internal agreement, provided that it adequately covers the terms of the collaboration;

4. Receipt of the candidate's **Activity Log**, duly completed and signed by the assigned tutor at the hosting organisation.

Evaluation Committee

The coordination of the strategies of IRCCS CRO Aviano within the framework of the International Fellowship Programme involving personnel operating in the TTOs of the Network is entrusted to the Evaluation Committee, composed as follows:

- IRCCS Centro Cardiologico Monzino;
- IRCCS "Saverio de Bellis" (WP2 Leader);
- IRCCS CRO Aviano;
- Fondazione IRCCS Istituto Neurologico Carlo Besta.

The responsibilities of the Evaluation Committee include:

- Evaluating the Application Forms from Host Institutions and candidates for the International Fellowship Programme;
- Matching between participating candidates from the PerfeTTO Network and host institutions on the basis of the candidate professional expertise and operational areas in which both the applicants and the host institutions are active;
- Collecting and reviewing the Activity Log and the final evaluation forms from each participant to formulate an overall evaluation of the Programme.

Evaluation Criteria

Therefore, based on the applications received and the Institutions that have joined the programme, the following selection criteria have been adopted:

- Professional experience criterion: at least two years of experience as a Technology Transfer Officer;
- Language proficiency criterion: the candidate's knowledge of the English language, or any other languages, shall be taken into consideration in order to ensure the effective participation in the exchange programme and enable the candidate to fully benefit from all the activities and opportunities offered by the Programme;
- Matching criterion: the matching between the candidate and the Host Institution shall be assigned based on the preferences expressed by the applicant and on the basis of shared interests concerning specific Technology Transfer activities in the Life Science sector.

The Evaluation Committee, taking into account the above-mentioned criteria, shall establish the matching between candidates and Host Institutions.

The number of available positions is limited and may vary depending on the budget allocated to the Programme.

A confirmation will be sent to both, the selected candidate and the hosting institution for acknowledgment purposes. At the same time, the Application Form of the candidate attached with the CV, alongside with the Collaboration Agreement template, will be provided to the Parties with this same guidelines.

From that moment onward, the candidate and the hosting institution will directly coordinate all practical arrangements related to the fellowship, including the period of the mobility, the activities to be carried out during the training period and any other organisational aspects of the stay, subject to prior authorisation from the candidate's employing institution.

Meanwhile, the logistical arrangements (travel and accommodation) related to the Programme will be organised by an external contracted agency appointed by the IRCCS "Saverio De Bellis".

Should the candidate not have expressed any preference, the assignment shall be made to an Institution based on availability and shared expertise. Furthermore, in the event of withdrawal by a candidate, the ranking list shall be progressively applied by considering senior candidates (taking into account lower expertise, the english level and the candidates background).

It is specified that the training activities shall be documented in the Activity Log concerning the training period, prepared by the candidate and signed by the designated Tutor.

Obligations of the Parties

Participation in the Programme implies the candidates acceptance of all provisions and requirements set out in these Guidelines.

Candidates participating in the International Fellowship Programme undertake to:

- comply with the instructions provided by the designated contact person of the Host Institution;
- comply with confidentiality obligations concerning documentation and information, in the broadest meaning of the term (including data, results, know-how, industrial and intellectual property rights, etc.);
- comply with the code of conduct, as well as with the safety regulations in force within the Host Institution.

The Host Institution undertakes to ensure:

- identify a senior figure appointed to supervise and support the fellowship activities, with substantial experience and recognized expertise in technology transfer and innovation management within the Life Sciences sector;
- ad hoc training activities, best practices, operational models, procedures and contractual frameworks, necessary to ensure adequate training in the field of technology transfer.

Financial Costs

The expenses related to the implementation of the Programme (travel, subsistence and accommodation costs) will be organised by an external contracted agency appointed by the IRCCS "Saverio De Bellis" (WP2 Leader).

Travel, subsistence, and accommodation expenses shall comply with the eligibility criteria and limits currently applicable to PerfeTTO projects, as defined in the Ministry of Health's official mission vademecum (prot. n. 869 del 20/03/2026), and within the limits established by the D.M. Esteri/MEF del 23 marzo 2011 (Tabella B – Classe 1 per il personale dirigenziale e categorie equiparate e Tabella B – Classe 2 per il restante personale, relativamente a ciascun Paese situato nelle Aree estere indicate nella Tabella A).

TABELLA B

AREA	Classe 1	Classe 2
A	€ 60	€ 40
B	€ 60	€ 40
C	€ 60	€ 45
D	€ 70	€ 60
E	€ 80	€ 65
F	€ 85	€ 70
G	€ 95	€ 75