



**Terms and Conditions** (effective April 2024)

## 1. Program registration and registrant alignment with Program

The DCR Medical Grant Writing Program for Clinicians is designed for clinicians. Although anyone is welcome to register, registration does not guarantee enrollment—DCR Education & Training exceptionally determines if a registrant’s profile aligns with the Program’s design and intended audience.

- If you have questions about your suitability for the Program, look at the [2023 summer](#) and [2024 winter cohort](#) Participant Booklets and/or email [education.dcr@unibe.ch](mailto:education.dcr@unibe.ch).

## 2. Program registration deadlines

For the January—June (winter) Medical Grant Writing Program for Clinicians, registration ends December 1. For the June—December (summer) Medical Grant Writing Program for Clinicians, registration ends May 1.

To join the wait list, please email [education.dcr@unibe.ch](mailto:education.dcr@unibe.ch) and add “Wait List Medical Grant Writing” as the subject.

## 3. Program enrollment

For each offering, the Program enrolls a maximum of 9 participants per Program cohort. After registration, registrants aligned with the Program’s design and intended audience are enrolled on a first-come, first-served basis. Participant enrollment is binding; see “7. Cancelling registration”. Participants are required to provide a photo, biography, and Program goals for the Participant Booklet within 2 weeks of enrollment into the Program.

## 4. Program fees

Inselhospital and/or University of Bern affiliation (with documentation): CHF 1'000	External participants: CHF 2'000.00
---	-------------------------------------

## 5. Program payment

Payment is due at registration. If a registrant’s profile is misaligned with the Program design and intended audience and enrollment denied, payment is returned to the registrant.

## 6. Cancelling the Program from insufficient enrollment and extenuating circumstances

A minimum of 6 Program participants are required to run the Program. DCR informs enrolled participants when a Program is cancelled once the registration deadline passes and refunds payments to enrolled participants. DCR has no further liability. Enrollment remains valid if the Program is postponed.

## 7. Cancelling registration

Cancel enrollment by email [education.dcr@unibe.ch](mailto:education.dcr@unibe.ch) no later than 15 business days before the start of the Program. Program administration confirms cancellation; an administrative processing fee of CHF 500 applies, extenuating circumstances excepted.

Cancelled enrollment 15 or fewer business days before Program starts or not attending Program individual writing consultations and/or group workshops forfeit any entitlement to return or refund Program payment.

## 8. Program attestation

Contact DCR Education & Training ([education.dcr@unibe.ch](mailto:education.dcr@unibe.ch)) about Program attestation, which only occurs when participants attend 100% of the Program activities and events and fulfill work and assessment requirements.

