**Observership Manual**

**WFPI Administration**

1. Memo of Understanding - signed by WFPI and Host Institution
2. Promotion:
	1. WFPI develops a webpage with the program and application details:  here is a model for the next program in process: <https://www.wfpiweb.org/Fellowships/Philippines.aspx>:
	2. We collect the application materials via an online application:  here is the model for the upcoming program in the Philippines: <https://radsociety.wufoo.com/forms/ziyf7ym0ndot8m/>
		1. These two items are customized by the host institution so the information applies to their program specifically.  Typical items that might be different:
			1. Language - most programs are in English, but, for example, an upcoming program in Argentina is in Spanish - see page and application at this link:  <https://www.wfpiweb.org/Fellowships/ObservershipinArgentina.aspx>.  If your program needs to be in another language we can accommodate that with your help.
			2. Eligibility - the host would need to define the area the observership will serve - most pull applicants from the surrounding countries, but local regulations may alter that.
	3. It is the primary responsibility of the host institution to promote the availability of the observership in the local avenues they deem effective: universities, medical schools, hospitals and radiological societies for example.  WFPI will promote to the international community but are aware that local/regional promotion is the best way to reach the target audience.
3. Application/Review/Selection Process
	1. Once the application deadline has been reached, WFPI staff compiles and circulates the completed materials to the review panel for decision.
	2. Once the Panel has made the selections, staff communicates the decisions to the applicants.
	3. WFPI staff, at the direction of WFPI leadership, arranges payments of the stipends to the successful candidate and to the institution.
4. Host Institution
	1. WFPI staff steps out of the process and the local arrangements are made between the host and the candidate.

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