

Procedure to apply for financial support for an educational event



1. Introduction

The ISBT Academy supported by the ISBT Foundation is dedicated to education and gives grants to support transfusion medicine educational events across the globe. ISBT supports educational activities either financially or by the use of the ISBT logo.

In order to apply for Academy support, the programme of the event applied for must comprise at least one or two speakers who are affiliated with ISBT. Preference will be given to applications, which demonstrate that speakers are current and experts in the topic they are presenting.

2. Applications

The process requires the completion of an online application form and the submission of supporting documents. Applications must be made in English.

For developed countries (high and upper middle WBI category) support will only be given when it is spent on travel awards – support the attendance from developing countries.

The applicants need to provide the following attachments:

- Motivational letter for why ISBT should support the event
- Description of the institution and its activities using the powerpoint template
- Preliminary programme
- Detailed financial plan (in euros)
- Template of the evaluation form that will be distributed amongst the delegates during/after the activity
- Report on previous activity (if ISBT support has been requested previously)

3. Procedure

An application form can be found [here](#)

- Applications for €5000 or less will be sent around the Academy review committee comprising of the two vice presidents, the scientific secretary, nominated members (voting members) the relevant Regional Director and the ISBT Executive Director (non-voting members) and funding granted according to the result of the review.
- For applications of €5,000 or more, the application is sent around the review committee and if the outcome is positive a recommendation is made to the ISBT Foundation Board in order to fund the event. The final decision will be made by the ISBT Foundation Board. Please note that these applications require longer review time.
- The organiser will be informed of the decision.
- ISBT will work with the local organiser with regard to the scientific programme of the supported activity.

4. Timing

The application should be submitted at least 6 months prior to the activity.

5. Procedure upon approval

The ISBT Central Office will:

- send the organiser the ISBT logo and instructions for its use.
- underwrite speakers and other expenses according to ISBT guidelines.
- include the event in the ISBT event calendar on the ISBT website.
- Half of the financial support can be requested prior to the event, the other half will be transferred when the required documents are sent (see paragraph below)

The applicant is to:

- use the ISBT logo on the event associated website and marketing and event materials
- display an ISBT powerpoint slide during the session breaks when applicable
- To receive the second half of the requested amount of financial support, the applicant must provide:
 - a written report to the ISBT Central Office, which may be used as an article for Transfusion Today
 - obtain an objective evaluation of the activity from the delegates.

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