

# Guidelines and eligibility of the ISBT Academy Programmes

## I. Program Mission

The ISBT Academy together with the ISBT Foundation is dedicated to education and support of transfusion medicine educational activities either financially, by the use of the ISBT logo or by endorsement.

## II. Who Is Eligible to Apply?

1. Organisations from countries in the **Low (LIC)**, **Lower Middle (LMIC)** or **Upper Middle (UMIC)** World Bank Index categories can apply for financial support of an educational activity or for organizing an ISBT Highlight Day. Organisations from **High Income Countries (HIC)** can generally only request financial support if it is intended to support the attendance of a participant from LIC/LMIC/UMIC. Exceptions to this rule might be made for countries that were only recently categorized as HIC (in the last 2 years) or where the prevailing transfusion knowledge and practices do not yet align with typical high-income country standards. This is at the discretion of the Academy reviewers. Please contact us directly ([academy@isbtweb.org](mailto:academy@isbtweb.org)) in case you have questions.

[On our website](#) you can find an overview of countries listed in each World Bank Index (WBI) category (section: "Fee Structure + WBI").

Each organisation may only submit one application for financial support in any calendar a year.

2. Organisations from any countries may apply for the use of the ISBT logo for their educational activity or ISBT endorsement of an existing educational course. Organisations can request to use the ISBT logo as many times as required in a year.

3. The educational activity needs to be organised by an established organisation. Individuals and commercial companies cannot request Academy support.

## III. What type of events can be funded?

1. The ISBT Academy supports educational activities such as

- Workshops
- Educational courses
- Training courses
- Local symposia/congresses

2. Duration: multiple days, one full day, half-day or shorter
3. Events can be *face-to-face* or *virtual*
4. Events should be aimed at transfusion professionals (i.e. not at blood donors or the general public).
5. Ineligible events:
  - Ongoing social media campaigns (without specific events)
  - Formal, long term educational programmes (please refer to [this page](#) if you would like your course endorsed)

## IV. Which costs are eligible for funding?

Eligible costs:

- International/regional speakers travel and accommodation
- Hire of necessary equipment and electronics for the event
- Hire of venue for time allocated to the ISBT session
- Reasonable budget for coffee and lunch for Academy program (ensure that catering costs remain proportional within the overall budget)
- Hire of lab resources required for training
- Purchase of laboratory reagents/consumables for wet lab workshops.

Costs that are not eligible:

- Honoraria or gifts for the speakers
- Stipend of attendees/participants
- Event management
- Marketing and promotion
- Purchase of equipment and computers
- Dinners and hospitality events
- Photography
- Flowers

## V. How to apply?

The applications need to be written in English and be submitted online:

[Application form for Financial Support](#)

[Application form for ISBT Highlight Days](#)

[Application form for Use of ISBT Logo](#)

[Application form for Endorsement of a Course](#)

The applications need to include the following documents (depending on the type of application):

<b>Document</b>	<b>Content</b>	<b>Financial application</b>	<b>Highlight Days</b>	<b>Use of logo application</b>
<b>Application Form</b>	Details of applicant and summary of the event (date, location, target group etc)	Yes	Yes	Yes
<b>Justification letter</b>	Describing why the funding/logo is needed and the aim of the educational activity (see template <a href="#">here</a> )	Yes	Yes	Yes
<b>Information about the applicant's organisation</b>	Describe for example type of organization (e.g. Hospital, Blood Bank, Research Institute, non-profit organization), affiliation to other organizations or government bodies, size, aim, relevant (educational) activities etc.	Yes	Yes	Yes
<b>Programme (preliminary)</b>	Details of the event and/or outline of the course including the topics and potential speakers. Preference will be given to applications, which include speakers who are current and experts in the topic they are presenting.	Yes	Yes	Yes
<b>Financial plan</b>	Including a justified budget table (see template <a href="#">here</a> )	Yes, up to 7,500 EUR	Yes, up to 10,000 EUR	No
<b>Proposed evaluation form</b>	For collecting feedback from delegates after the event (see template <a href="#">here</a> )	Yes	Yes	Yes
<b>Previous reports</b>	Report(s) from any previous ISBT Academy-supported activities	Yes	Yes	Yes

Note: If the application for **Financial Support** or for **ISBT Highlight Days** is approved, receipts of the expenses need to be submitted to receive payment. Payment is made after the event, unless pre-payment is necessary to be able to hold the event, in which 50% can be paid in advance.

For applications for **Endorsement of a Course**, please see the [application form](#) for a list of required information.

## VI. Application deadlines

The applications need to be submitted at least 4 months before the event or course. There are 3 deadlines per year:

- April 1 2025
- July 1 2025
- November 1 2025

From 2026 onwards, the deadlines will be:

- March 1
- July 1
- Nov 1

## VII. Application Procedure and Next Steps

- Applications for financial support of €7500 or less and applications for the use of the ISBT logo and endorsement of a course will be reviewed by the Academy Standing Committee and the relevant Regional Director. Funding is granted according to the result of the review. This procedure takes around 3-4 weeks.
- For applications for financial support above €7500, the applications are first reviewed as above, 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, around 4-6 weeks.
- The applicant will be informed of the decision.
- ISBT will collaborate with the local organisers to refine/develop the scientific programme of the supported activity.

## VIII. Procedure upon approval

ISBT Central Office:

- Sends the applicant the ISBT logo and instructions for its use.
- Includes the event in the ISBT event calendar on the ISBT website.

Applicant:

- Uses the ISBT logo on the event associated website and marketing and event materials
- Displays the ISBT banner, which will be sent by the ISBT office during the session breaks when applicable

## IX. Following the event

ISBT financial support is paid to an account of the named institution, on production of an official invoice. This is usually following the event but an advance payment can be requested where the event cannot take place without support in advance. The following documentation is required to receive payments:

- A final budget, itemised and with final figures
- A written report to the ISBT Central Office, which may be used as an article for Transfusion Today
- An objective evaluation of the activity from the delegates (see [template](#))

## X. Questions and More Information

Contact the ISBT Central Office for more information by email: [academy@isbtweb.org](mailto:academy@isbtweb.org) or by telephone: T: + 31 (0)20 7601 760.

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