

## Appendix 5 - WP funding requests to the ISBT Board - examples for guidance



Category	Request	Should I apply to the board for funding? ...
At congress	Travel expenses/accommodation of WP Chair at ISBT congresses	Only considered if: <ul style="list-style-type: none"> <li>Conducting an agreed WP activity at congress</li> <li>Chair is from LMIC and unable to fund attendance and/or</li> <li>Not employed and unable to fund attendance</li> </ul>
	Registration + expenses for WP members to attend a WP workshop at congress that is not open to other delegates.	Only considered if in a vital role and: <ul style="list-style-type: none"> <li>Member is from LMIC and unable to fund attendance and/or</li> <li>Member is not employed and unable to fund attendance</li> </ul>
	WP educational session/workshop/breakfast that is open for congress delegates	No need to apply through this route, apply via ISBT Central Office - this will be funded via the congress budget if agreed
	Registration + expenses of unspecified WP members at ISBT congresses	No, this is not funded
	Catering for additional WP secretariat meetings at congress	Only considered if there is a clear need to progress specified WP activities; the request should include planning & expected outcomes.
Outside of congress	Extra f2f WP meeting (at ISBT CO in Amsterdam or elsewhere)	Only considered if there is a clear need to progress specified WP activities; should include planning, expected outcomes and a budget that can include necessary meals and travel.
	Open Access fees for a WP publication	No, WP papers (not papers by individual members) can be published free to read in <i>Vox Sanguinis</i> , in perpetuity, if accepted through the usual review process
	Resources for the WP to conduct a small research study. Including items such as, supporting a junior researcher, congress attendance by junior researcher, sample collection / shipping costs, reagents, equipment	Yes, will be considered but the overall society budget for this is limited.
	Shipping costs for WP sample exchange/workshop	<ul style="list-style-type: none"> <li>Yes, will be considered</li> </ul>
	IT / tools for use by WP	<ul style="list-style-type: none"> <li>Yes, will be considered, especially if usable by more than one WP</li> </ul>
	Development of e-learning	<ul style="list-style-type: none"> <li>No need to apply through this route – make the request via the ISBT Central Office for consideration by the ISBT Academy</li> </ul>
	Sponsoring an individual LMIC to train with WP members	<ul style="list-style-type: none"> <li>Yes, will be considered</li> </ul>

**N.B. Each WP will be allowed up to 5 free registrations at ISBT congresses where WP business meetings take place (International and European Regional), to be used by the WP Chair and Secretariat, or given to another member requiring assistance to attend at the discretion of the WP Chair.**

## Examples of Approved Funding Requests

### **1. In-Person Meeting at the ISBT Central Office (Amsterdam)**

The leadership and selected subgroup chairs of Working Parties (WPs)—for example, the Clinical Transfusion and Cellular Therapy WPs—may meet annually at the ISBT Central Office in Amsterdam to develop the WP’s annual plan and advance specific projects. The ISBT office provides the meeting room free of charge; however, travel and catering expenses must be requested by the WP and appropriately justified.

### **2. Temporary Research Staff**

WPs may request funding to temporarily employ a part-time researcher for a specific project. The proposal must include a project description and a detailed budget outlining the number of hours required and the associated costs.

### **3. Travel Bursary for LMIC Participants**

The Immunohaematology (IH) WP has launched a travel bursary to support a participant from a low- or middle-income country (LMIC) to undertake a short-term training placement (typically a few weeks) in an expert laboratory managed by a WP member. Funding requests should cover all travel and accommodation costs related to the stay.

### **4. One-Year ISBT Membership for LMIC Participants**

WPs may request funding for a one-year ISBT membership for individuals from LMICs to enable them to join and contribute to the WP. Each request should include a justification for the membership and details of the individual’s expected involvement in WP-related activities or projects.

### **5. Sample Shipment Costs**

WPs involved in international sample exchange projects (as previously approved for the Rare Donors WP) may request funding to cover shipping expenses. Requests should include a description of the project and a clear justification for the associated costs.