

Guidelines for ISBT Academy support

Financial support of an educational activity

<https://www.isbtweb.org/isbt-academy-support/financial-support-of-an-educational-activity.html>

Following a strategic review of the Foundation's budget, we are updating our application guidelines and procedures to ensure our support is directed where it can have the greatest impact. Effective September 2026, the following updates will apply:

- **Funding amounts:** To allow us to support a broader range of initiatives, the maximum funding for both regular financial applications and Highlight Days will be set at €5,000.
- **Application rounds:** We will revert to only two application rounds per year. The upcoming deadline of Nov 1, 2026 has been postponed to January 1, 2027.
- **Eligibility:** Going forward, our support will be focused on Low- and Lower-Middle-Income Countries (LIC/LMIC); Upper-Middle-Income and High-Income Countries (UMIC/HIC) will no longer fall within the scope of this funding.
- **Applicant priority:** We will give priority to first-time applicants, in order to expand the reach of our support to new individuals and institutions.
- **Focus areas:** We strongly encourage applications for events addressing core Transfusion Medicine topics, including donor recruitment and initiatives that contribute to strengthening the blood supply.

Please read [the guidelines](#) and [Frequently Asked Questions](#) carefully before submitting your application.

Maximum amount

The maximum amount of funding is €5,000 per application.

Who is eligible to apply?

Institutions and organisations from low- (LIC) and lower middle income (LMIC) countries (based on World Bank Index categories) in the field of transfusion medicine

who host face-to-face, virtual and hybrid educational activities are eligible to apply for ISBT Academy funding.

Individuals and commercial companies are **not** eligible for Academy support.

Eligible events

- Those aimed at healthcare professions in transfusion medicine and related fields
- May be of various duration from one to multiple days
- Workshops, educational courses and training courses

Ineligible events

- Events aimed at blood donors, for example blood donor drives
- Ongoing social media campaigns (without specific training/education events)
- Formal, long term educational programmes (please refer to [this page](#) if you would like your course endorsed by ISBT)

Funding Cycles

Successful applicants/organizations may receive funding only once in every two calendar years. If an application was unsuccessful, you may apply again in the same year.

Funding Requirements & Conditions

In addition to the application form and listed required information, the applying organization/institution must provide a letter of support which must include a statement that they will cover at least 50% of the costs of hosting the event upfront and that they will release the full amount for use for the event without withholding any portion for administrative costs.

If an application is approved, ISBT Academy can provide up to **max. 50%** of the funding prior to the event. The remaining 50% will only be released after the event upon receipt of the required reports and final receipts.

ISBT Academy funds can **only** be paid to the applying organisation/institution's bank account. No payments will be made to individuals, event organising or commercial companies (without exception).

The use of the ISBT logo is permitted when an application for regular Academy funding was approved.

Applicant organisations/institutions must commit to providing reports of approved events for publication in the Academy section of the quarterly community magazine, Transfusion Today. If you would like to learn more about educational activities previously supported by the ISBT Academy, please click the link below:

<https://isbtweb.foleon.com/transfusion-today/transfusion-today-july-2026/academy>

Expenses

Eligible costs:

- International/regional speakers travel and accommodation within a regionally acceptable price range. Maximum number of nights = number of full event days + 1 (i.e. 3 nights for an event that lasts 2 **full** days)
- Hire of necessary equipment and electronics for the event (e.g. beamer, AV equipment)
- Hire of venue for time allocated to the event
- Reasonable budget for coffee and lunch for the Academy part of the program (ensure that catering costs remain proportional within the overall budget)
- Hire of technical resources required for training, such as laboratory/medical equipment and laboratory reagents/consumables for workshops.

Costs that are not eligible:

- Honoraria or gifts for the speakers/participants
- Stipend of attendees/participants
- Event management, e.g. salary of event manager
- Marketing and promotion
- Purchase of equipment and computers
- Dinners and hospitality events
- Photography
- Flowers and decorations (e.g. backdrop)

Deadlines

Please note the amended application deadlines below. **The upcoming deadline of Nov 1, 2026 has been postponed to January 1, 2027.**

From 2027 onwards, there will be 2 deadlines per year:

- January 1
- July 1

Applications must be submitted latest by 23:59 CET/CEST on the day of the deadline.

Please note: The applications will be only reviewed after these deadlines. We can therefore only consider applications for events scheduled **at least 4 months** after the application deadline to allow sufficient time for the review process.

Required documents

The organiser must complete the appropriate application form for Academy support, together with the other necessary documentation including:

- Motivation letter
- Information about the hosting organisation
- Letter of support from the hosting organisation (See “**Funding Requirements & Conditions**” above)
- Programme of the event
- Overview of speakers, including short biographies (please only include speakers who have been invited already)
- Detailed event budget with justification for each line item. Please consider the list of eligible and ineligible costs above.
- A proposed evaluation form for participants
- Results of evaluations of any previous ISBT Academy-funded activities (including event ID) (if applicable)
- If the application is approved, receipts of the expenses need to be submitted after the event to receive (the final) payment

The below templates can be used for your submission.

- [Motivation letter template for Academy applications](#)
- [Budget template for Academy applications](#)
- [Overview of invited speakers template](#)
- [Suggested evaluation form for Academy applications](#)

ISBT Highlight Days

<https://www.isbtweb.org/isbt-academy-support/isbt-highlight-days.html>

What are the ISBT Highlight Days?

Highlight Days are designed to bring key topics and sessions from past ISBT congresses to transfusion medicine professionals in low-income and lower-middle-income countries (LIC and LMICs). The speakers for these sessions are funded by the ISBT Academy. Sessions and topics are selected in collaboration with the organising committee of the local event and are based on the programmes of previous ISBT Congresses. The ISBT Academy has capacity for a maximum of three ISBT Highlight Day events per year.

Who can apply and when?

Applications are sought from national/regional societies in LICs/LMICs, with **deadlines in January 1 and July 1**. The person who applies on behalf of their organization does not need to be an ISBT member.

The meeting under consideration **should be at least 6 months away**. A country may only hold an ISBT Highlight event once in two years. Please apply through the online form below.

The review and selection procedure

The aim is for these ISBT Highlight events to take place in different regions, but the quality of applications, the location of previous ISBT Highlight events, the location of other ISBT congresses and ISBT MoUs related to Academy events will be taken into account. Pre-applications are reviewed by the Standing Committee of the Academy and up to two organisations may be selected to partner with.

These organisations will be invited to submit their final applications. The selected organisations work with the ISBT Vice Presidents to develop a programme and identify speakers, based on previous ISBT congress talks / speakers.

Click the button to see the programme of the ISBT congresses.

[Milan 2025 programme](#)

[Barcelona 2024 programme](#)

The Budget

The budget for each ISBT Highlight event should be kept within €5,000. Funding is limited to the speakers' travel and accommodation expenses. ISBT Highlight speakers will be approached by the ISBT Vice Presidents initially, and confirmed speakers will be invited formally by the host organisation. Each ISBT Highlight Speaker should deliver a minimum of two talks, if the meeting is in-person. The ISBT Highlight Days can be virtual if there are travel restrictions, and ISBT funding will be adjusted to accommodate these changes.

Unsuccessful applications

Unsuccessful applicants can still apply for regular [Academy funding](#), and ISBT can offer advice on international speakers.

Use of the ISBT logo

<https://www.isbtweb.org/isbt-academy-support/use-of-the-isbt-logo.html>

Who Is Eligible to Apply?

Organisations can apply for the use of the ISBT logo for their activity when applying from countries in the:

- Low (LIC)
- Lower Middle (LMIC)
- Upper Middle (UMIC) or
- High (HIC) World Bank Index categories

Organisations can request to use the ISBT logo as many times as required in a year.

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

Eligible events

- Those aimed at healthcare professions in transfusion medicine and related fields
- May be of various duration from one to multiple days
- Workshops, educational courses and training courses

Deadlines

From 2027 onwards, there will be 2 deadlines per year:

- January 1
- July 1

Applications must be submitted latest by 23:59 CET/CEST on the day of the deadline.

Please note: The applications will be only reviewed after these deadlines. We can therefore only consider applications for events scheduled at least 4 months after the application deadline to allow sufficient time for the review process.

Required Documents

The organiser must complete the appropriate application form for Academy support, together with the other necessary documentation including:

- Motivation letter
- Information about the hosting organisation
- Overview of speakers, including short biographies (please only include speakers who have been invited already)
- Programme of the event
- A proposed evaluation form for participants
- Results of evaluations of any previous ISBT Academy-funded activities (including event ID) (if applicable)

Please read [the guidelines](#) carefully before submitting your application.

The below templates can be used for your submission.

- [Motivation letter template for Academy applications](#)
- [Overview of invited speakers template](#)
- [Suggested evaluation form for Academy applications](#)

Academy FAQs

<https://www.isbtweb.org/isbt-academy-support/academy-faqs.html>

General information and eligibility

What types of support does ISBT Academy provide?

There are 4 types of support that you can apply for:

1. **Regular Academy funding:** Financial support of up to €5,000 for an educational activity, e.g. a workshop, an educational training course or a congresses (part of a day, one full day, multiple days). The ISBT logo is included for approved applications. Example types for educational events are
 - Practical workshops/trainings
 - Local symposia
 - Congresses
 - All events can be either face-to-face, hybrid or virtual
2. **Highlight Sessions:** Organizing a session or an entire day within your local congress with ISBT speakers and talks from recent ISBT congresses. Speaker travel expenses can be reimbursed up to a maximum of €5,000.
3. **Use of the ISBT logo only:** Organisations can apply to the ISBT Academy for use of the ISBT logo only, in cases where no financial support is required. The use of the logo is intended for educational activities (i.e. not for purposes like surveys, position statements, guidelines, commercial content, advertising etc).
4. **Endorsement of an existing educational course:** We also endorse existing (long-term) courses that meet ISBT standards and criteria. If accepted, these courses are displayed on the ISBT Academy webpages.

What is the difference between regular Academy funding and ISBT Highlight Days?

The nature of these two events and the organization steps are different: **regular Academy funding** can be used for financing local transfusion-related training and education events, such as workshops, educational training courses and congresses/symposia, lasting between one day and multiple days. The programme is composed by the local host organization and comprises local (and international) speakers/trainers. Funding of up to 5,000 EUR can be used for travel expenses of speakers and participants, or for example for catering and logistic expenses related to the event venue.

The aim of **ISBT Highlight Days**, on the other hand, is to take ISBT congress presentations to regions in the world with limited opportunities for travel to ISBT congresses. These sessions are co-organised by ISBT and the hosting (local) organisation. A selection of 2-3 topics from the congress programmes of the last 3 years (available on the [Academy webpages](#)) are selected by the host organisation. ISBT Highlight speakers will be approached by ISBT initially, and confirmed speakers will be invited formally by the host organisation. Funding up to 5,000 EUR can be used to cover the speakers' flights and accommodation. A maximum of two Highlight Days can be held each year, and they are selected to take place in different WHO regions.

My organization is based in a high-income country. Can I apply for ISBT Academy support?

Yes, organizations from high-income countries can apply for the use of the ISBT logo and for endorsement of a course. Unfortunately, as of Sept 2026, they may no longer apply for financial support.

Practical information

What are the application deadlines per year?

From 2027 onwards, we offer 2 deadlines per year. Please see [this page](#) for details.

How soon in advance do I need to apply?

Regular Academy event should take place at least 4 months after the application deadline and for Highlight Days it must be at least 6 months.

Can I invite speakers from industry/commercial partners?

Academy funding may not under any circumstances be used to fund speakers from industry/commercial partners. In addition, to maintain the integrity and educational value of our scientific sessions, ISBT places strong emphasis on ensuring a clear distinction between commercial and educational content. As such, we encourage the selection of speakers who are not affiliated with commercial entities.

However, in cases where it is necessary to invite (but not fund) a speaker from industry, this may be acceptable provided that:

- The speaker's commercial affiliation is clearly disclosed;
- The content of the presentation is free from promotional bias and does not present a conflict of interest with the company's products or services; and
- It is explicitly communicated to participants that the pharmaceutical or commercial company is **not** sponsoring the ISBT session.

Required documents

Which documents are required for which type of application?

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

Document	Content	Financial application	Highlight Days	Use of logo application
Application Form	Details of applicant and summary of the event (date, location, target group etc)	Yes	Yes	Yes
Motivation letter	Describing why the funding/logo is needed and the aim of the educational activity (see template here)	Yes	Yes	Yes
Information about the applicant's organization	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
Letter of support from applying organisation	A confirmation stating that the organisation can and will cover at least 50% of hosting the event upfront, and will release the full amount of ISBT funding towards the use of the event without withholding any portion for administrative fees	Yes	Yes	NA
Programme	Details of the event and/or outline of the course including the topics, time schedule and speakers.	Yes	Yes	Yes
Financial plan	Including a justified budget table (see template here)	Yes, up to 5,000 EUR	Yes, up to 5,000 EUR	No

Proposed evaluation form	For collecting feedback from delegates after the event (see template here)	Yes	Yes	Yes
Previous reports	Evaluations from any previous ISBT Academy-supported activities, incl event ID (if applicable)	Yes	Yes	Yes
Overview of invited speakers	A list of invited speakers as well as short biographies from all speakers (see template here)	Yes	Yes	Yes

Do I need to submit biographies/CVs of all the speakers?

For the reviewing committee it is relevant to understand the background and qualification of speakers, as we believe that the quality of an event depends heavily on the quality of the instruction/talks delivered. It is sufficient to list the most recent work positions, relevant work experience, and areas of expertise of the speakers. Please put all CVs/biographies in one document and include a summary list of all speakers at the top of the document (see [template](#)). It is important to include only those speakers (in this document and also in the program) that are *confirmed* or at least are invited and have tentatively accepted.

I would like to have my event added to the ISBT event calendar. What do I need to do?

If you'd like us to add your event to our website calendar, please fill in the separate form "Planning an external event and would like to promote it?" which you can find [here](#): <https://www.isbtweb.org/about/contact-us.html>

Budget-related questions

Which expenses should I list in the budget that I submit with my application?

Please provide a detailed list of the expenses you intend to cover with ISBT Academy funding. A full event budget is not required, but kindly include the *estimated total cost of the event*, as requested in the [budget template](#). For consistency and easier processing, please use this provided template.

Can I receive all of the approved funding prior to the event?

No, that is not possible. However, in order to allow execution of organizational steps for which upfront payments are needed, we can provide 50% of the funding upfront, prior to your event, and the remaining 50% after the event, upon receipt of the required reports

and final receipts. Alternatively, the full amount of funding can be paid once the event has concluded and all reporting has been submitted.

Can I use the funding of up to 5,000 EUR for speaker honoraria?

No, this is not possible. For a list of eligible and ineligible expenses, please see [this page](#).

Logo-related questions

When I apply for regular Academy funding, can I also use the ISBT logo during my event?

Yes, the use of the ISBT logo is permitted when an application for regular Academy funding was approved.

I would like to use the ISBT logo for a survey that my organization is conducting. Is this possible?

No, the use of ISBT logo is only intended for **educational activities** (i.e. not for purposes like surveys, position statements, guidelines, commercial content, advertising etc). Exceptions are surveys produced by official ISBT Working Parties.

I have successfully applied for the use of ISBT logo in the past, and want to repeat the event. Do I need to apply again?

Yes, each event requires an application, but organisations that have had two successful logo applications in the previous years for events that are held regularly will be shortlisted as recurring logo applications and can be reviewed with a shorter procedure.

I have applied for the ISBT logo earlier this year. Can I apply again?

Yes, organisations from any country can apply for the use of the ISBT logo, as many times per year as required. Please note: this does not apply to applications for *financial support*. Those can only be considered once every two years (per applicant/organization). If an application was unsuccessful, you may apply again in the same year.