

Guidelines and eligibility of the ISBT Educational Activity Funding Programme



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. The ISBT Academy supports educational activities that include *face-to-face or virtual*
 - Events with various duration: multiple days, one full day, half-day or shorter
 - Workshops
 - Educational courses
 - Training courses
2. 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, the use of the ISBT logo for their activity or ISBT endorsement of an existing educational course. Organisations from High Income Countries (HIC) can only request financial support if it is intended to support the attendance of a participant from LIC, LMIC or UMIC. (Table 1 contains the list of HIC with an exception to this rule). Each organisation may only submit one application for financial support in any calendar a year.
3. Organisations from any countries may apply for the use of the ISBT logo or ISBT endorsement of an existing educational course. Organisations can request to use the ISBT logo as many times as required in a year
4. The educational activity needs to be organised by an established organisation. Individuals and commercial companies cannot request Academy support.

III. How to apply?

The applications need to be written in English and be submitted online: <http://www.isbtweb.org/5>

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

- **Justification letter** describing why the funding/logo is needed and the aim of the educational activity (applications for financial support and logo)
- **Information about the applicant's organisation** (financial support and logo)
- **Programme** with 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.

- **Financial plan** including a justified budget table (applications for financial support)
- **Template of the evaluation form** for feedback from delegates (financial support and logo)
- **Evaluation of previous activity** in case it is not the first application for ISBT Academy support (financial support and logo)

IV. Application deadlines

The applications need to be submitted at least 6 months before the event or course. There are 2 deadlines a year:

- April 1
- October 1

V. Application Procedure and Next Steps

- Applications for financial support of €5000 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 €5,000, 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.

VI. 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

VII. 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.:

- 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.

VIII. Questions and More Information

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

February 2021