

FIP FOUNDATION FOR EDUCATION AND RESEARCH

FIP Congress Travel Grant

What is the FIP Congress Travel Grant?

Every year the FIP Foundation awards a number of Congress Travel Grants to assist pharmacists or pharmaceutical scientists to travel to the FIP congress. The objective of awarding Congress Travel Grants is to permit the recipient to travel to the FIP congress in order to develop, or to help others to develop, skills and/or knowledge in line with the objectives of the Foundation.

What is the value of the FIP Congress Travel Grant?

This will depend on the proposed travel arrangements, but will not exceed 2,500 Euro including the registration fee for the congress.

Who can apply?

Any pharmacist or pharmaceutical scientist who lives and works or studies in a developing country, and is not able to obtain funds from other sources such as university, employer, government, sponsorship or other grants.

Applicants who have previously received financial support from the Foundation may re-apply, but such funding is usually only awarded in exceptional circumstances.

How can applications be made?

Applications should be made in writing (preferably by email) to the Foundation's Executive Director. The application should be in English. The application should consist of:

- A two-page description of the objectives to be achieved and the travel plan. The objectives must clearly state how the applicant will apply the knowledge or experience, gathered during the FIP Congress, in order to improve the general pharmacy practice, and/or science in the developing country of origin.
- If the applicant has previously received financial support, in any form, from the FIP Foundation, this fact must be disclosed in the application, and the applicant must include the results of the previous funding, and provide good justification for additional support.
- Curriculum Vitae (CV) not exceeding two pages. The CV should include current affiliation with FIP (if any), and a list of previous attendance at FIP congresses;
- Total estimated budget in Euro, other planned and/or requested sources of support and the amount requested from the Foundation. (NB: the Foundation will limit support to travel and accommodation cost within the framework of the proposal and successful applicants will be registered at the student fee);
- A letter of recommendation from, for example, the applicant's supervisor, manager, employer, head of school, etc.;
- If applicable, a copy of any Abstract(s) submitted to the FIP Congress for consideration;
- A recent photograph of the applicant;

What are the deadlines?

The completed application, signed by the applicant, must be received by **January 31**. All applications will be acknowledged.

How are FIP-Congress Travel Grants awarded?

If the application falls within the Foundation's objectives, the application will be reviewed by the members of the appropriate Regional Evaluation Committee, who will make suitable recommendations to the Board. The Executive Committees of the FIP Regional Pharmaceutical Forums will act as the Regional Evaluation Committees. The number of successful grants will be equally spread amongst the 6 FIP Regional Forums.

The final decision on the granting of the Congress Travel Grants will be made by the Board of the FIP Foundation. The Board's decision will be final and no reason for failure to award a Travel Grant will be given. All applicants will be advised of the Board's decision once it has been made. Any attempt to lobby the Evaluation Committee, or the Board will result in disqualification of the applicant.

What about successful applicants?

1. Successful applicants need to register for the Congress, and pay the students' registration fee.
2. Successful applicants will receive a personal cheque of 75% of the total amount in US\$ or Euros at the Congress upon presentation of the Foundation's original confirmation letter and a valid passport. The remaining 25% will be transferred upon receipt of the final report (see paragraph below).

Report

Successful applicants are required to submit to the Foundation a brief report (one or two pages) within 60 days of the FIP Congress. The report must include:

- A description of the applicant's activities carried out during the congress and an evaluation of the objectives achieved;
- The occasions where the FIP Foundation for Education and Research was/will be acknowledged;
- A description of how the applicant proposes to use the experience and knowledge gained during the Congress;
- A detailed account of all expenditures incurred (including receipts).

The report should ideally be submitted in hard copy (printed) and electronically. The report may be used in the International Pharmacy Journal (IPJ), for publicity purposes, and/or to report to the Foundation's contributors accounting for the disposition of funds. It should be written with these objectives in mind.

Note: By accepting an award, an applicant automatically grants FIP permission to use any materials associated with the application (including the applicant's photograph) as described above.

Other matters

- All unexpended funds must be returned to the Foundation;
- All financial transactions and reports may be subject to audit. In the event that the funds are not being properly administered the Foundation reserves the right to ask for repayment, without prejudice;
- Funds accepted for specific purposes may be utilised solely for these purposes.

Submission details:

Applications should be sent, **preferably by e-mail**, to: *Email: foundation@fip.org*

*Executive Director
FIP Foundation for Education and Research
P.O. Box 84200
2508 AE THE HAGUE
The Netherlands Fax. No.: (31) - 70 302 1999*