



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 Euros 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 50% of the total amount in US\$ or Euros before the Congress by bank transfer upon receipt of a completed reimbursement form with as many original receipts attached as possible. The remaining 50% will be transferred after the Congress upon receipt of the final report (see paragraph below) and reimbursement form with the remaining original receipts/invoices attached.

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, **by e-mail**, to:

*Attention of Mr A.J.M. Hoek, Executive Director
FIP Foundation for Education and Research
E-mail: foundation@fip.org*



Application form (This form must be completed in English)			
Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof. <input type="checkbox"/>		
Given Name(s):			
Family Name:			
Gender:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	
Date of Birth:	(dd-mm-yy)		
FIP Membership Number:			
Professional occupation:			
Street Address:			
Area Code:		City:	
Region:		Country:	
E-mail:			
Telephone		Fax:	

Signature

By signing this application the applicant agrees and understands that any monies received or paid as a result of this application are subject to the following terms:

1. All information contained in this application is truthful and accurate to the best of your knowledge, and no relevant information has been withheld.
2. Funds granted as a result of this request are expended for the attendance of the Annual FIP Congress as described in this application.
3. The International Pharmaceutical Federation and the FIP Foundation for Education and Research have the right to make available and to use all data provided in this form for the purposes of managing the grant and to publicize the outcomes of the project.
4. The applicant is obliged to keep the International Pharmaceutical Federation and the FIP Foundation for Education and Research informed about of any changes concerning the proposed application in a timely manner.
5. In the event of winning a Congress Travel Grant, the applicant is obliged to submit a final report as described in the guidelines.

I affirm that this application for an FIP Congress Travel Grant is original and has been independently developed by the author. I further affirm that I have read and understand the rules of the competition.

Applicant's name:			
Place:		Date:	
Signature:			

Objectives to be achieved:

Travel Plan:

Curriculum Vitae (page 1):

Curriculum Vitae (page 2):



Insert name of attached letter(s) of recommendation:

Insert Abstract(s): (if applicable)



Insert name of the attached photo: