FIP FOUNDATION FOR EDUCATION AND RESEARCH

**FIP Congress scholarship**

**What is the FIP Congress Scholarship?**

Every year the FIP Foundation awards a number of Congress scholarships to assist young pharmacists or pharmaceutical scientists to travel to the FIP congress. The objective of awarding Congress scholarships is to permit the recipient to attend 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 does the Congress scholarship consist of?**

This will depend on the proposed travel arrangements, but will not exceed 2,500 Euros including the hotel accommodation (maximum of six nights) and registration fee (student’s fee) for the congress (see budget).

It also covers an educational programme with the leaders within the FIP Foundation and FIP and the recipient will receive a free FIP membership for one year.

**Who can apply?**

Any young pharmacist or pharmaceutical scientist, under the age of 35 years (at the time of application), who lives and works or studies in a developing country or country in transition, 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 are not eligible to apply for a FIP Congress scholarship.**

**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, pharmaceutical science and/or pharmaceutical education in the developing country of origin;

- 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 Euros, other planned and/or requested sources of support and the amount requested from the Foundation. (NB: the costs for travel and accommodation may vary depending on the location of the Congress and the residence of the applicant. Therefore the hotel will be selected and reserved by the FIP Congress Department for a fixed number of days (6) and cost. 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 or head of Member Organisation;

- A recent photograph of the applicant.

**What are the deadlines?**

The completed application, signed by the applicant, must be received by **January 31 of the year in which the FIP Congress takes place**. All applications will be acknowledged.

**How are FIP-Congress Scholarships 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. It is encouraged that the evaluation committees recommend applications from differing backgrounds that represent pharmacy practice, pharmaceutical sciences and education. 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 six FIP Regional Forums.

The final decision on the granting of the Congress Scholarships 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 Scholarship 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 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.

## What are we expecting from you?

To attend to the FIP Congress, to be present at the FIP Opening Ceremony.

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 and the FIP Foundation for Education and Research 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 31 January **by e-mail**, to:

### Attention of Mrs Carola van der Hoeff, Executive Director

*FIP Foundation for Education and Research*

*E-mail:* ***foundation@fip.org***

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| **Application form** (This form must be completed in English) |
| Title: | Mr [ ]  Ms [ ]  Dr [ ]  Prof. [ ]  |
| First/Given Name(s): |       |
| Last/Family Name: |       |
| Gender: | Male: [ ]  | Female: [ ]  |
| Date of Birth: |       (dd-mm-yy) |
| FIP Membership Number: |       |
| Professional occupation: | [ ]  I am a pharmacist |
|  | [ ]  I am currently studying to become a pharmacist |
|  | [ ]  I am a pharmaceutical scientist |
|  | [ ]  I am currently studying to become a pharmaceutical scientist |
|  | [ ]  other:       *Please specify* |
| 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.

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| Applicant’s name: |       |
| Place: |       | Date:       |
| Signature: |       |

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| Have you received any financial support, in any form, from the FIP Foundation for Education and Research previously? | No: [ ]  | Yes: [ ]  |
| If yes, in which year? |       |
| Have you attended FIP Congresses before? | No: [ ]  | Yes: [ ]  |
| If yes, which years? |       |
| Other planned and/or requested sources of support:       |
| Total Budget (in Euros): |
| Travel costs: €0,00 Hotel accommodation (6 x € 100/night excl. taxes): € 600,00Registration fee: € 250,00Visa costs: € 0,00Meals: € 0,00Other costs: € 0,00**Total:** **€ 0,00** |

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| Objectives to be achieved: |
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| Travel Plan: |
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| Curriculum Vitae (page 1): |
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| Curriculum Vitae (page 2): |
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| Insert letter(s) of recommendation or name of attached letter(s) of recommendation: |
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| --- |
| Insert photo or name of the attached photo: |
|       |