



## IPSF Development Fund 2019-20 World Congress Event Grant - Call for Applications

The IPSF Development Fund Committee is pleased to announce that the call for applications for the 2019-20 World Congress Event Grant is now open. This grant is designed to financially assist an individual in participating in World Congress, the largest international event for pharmacy and pharmaceutical science students and recent graduates. This year, the 66<sup>th</sup> IPSF World Congress will be held in Seoul, Korea from 27th July - 5th August under the theme "Transforming pharmacists' role: Improving the quality of life through health-care innovation".

### Guidelines

This is the **official call and application form for the 2019-20 World Congress Event Grant**. The accompanying information should be read in conjunction with the official application form, and the committee will consider only properly submitted applications.

Individuals who wish to apply must currently:

1. Be studying for their pharmacy degree or a recent graduate (up to four years after the date of their graduation)
2. Be an IPSF member through an IPSF Member Organisation (Full Member or Member in Association) or as an Individual Member

The awarded grant will allow a pharmacy student with limited financial resources an opportunity to attend the 66<sup>th</sup> IPSF World Congress and will cover the registration fee. However, applicants must understand that this grant is given to a student to allow him or her to promote IPSF in their home country on returning from an IPSF event, and not treat the event as a free holiday.

For more information about the 66<sup>th</sup> IPSF World Congress, visit the website here: <http://congress.ipsf.org>

Please be aware that this application requires multiple components including a motivation letter, letter of support, and information that must be filled out by your association's Contact Person. We highly recommend starting the application as early as possible.

Completed application forms with signatures must be submitted to the [link](#) in **Word format** by **1 March 2020, 23:59 GMT+0**. When submitting your application, please rename the file to specify the World Congress Event Grant and your name: **"World Congress Event Grant - Insert Name"**.

All applicants will be notified of the Committee's decision by **April 1, 2020**.

## 1. Background

The main aim of the IPSF Development Fund is to give each and every pharmacy student an equal opportunity to fully participate in IPSF activities. This opportunity is also intended to help students promote IPSF within their schools of pharmacy and countries. Currently, the IPSF Development Fund Committee releases a total of 5 grants per year:

- Associations/Organisation level

- Membership grant
- Project grant, biannual

- Members level

- World Congress event grant
- Regional event grant
- Student Exchange Program grant

## 2. Qualifications

Individuals who wish to apply must currently:

1. Be studying for their pharmacy degree or a recent graduate (up to four years after the date of their graduation)
2. Be an IPSF member through an IPSF Member Organisation (Full Member or Member in Association) or as an Individual Member

## 3. Selection Procedures

3.1 *The decision-making committee* is the Development Fund Committee, Treasurer, and Development Fund Coordinator who chairs the committee. These individuals correspond via email and discuss issues relating to the selection process and ways to optimise the impact of Development Fund Grants at the local and international levels.

3.2 *The applicant* is an IPSF member, either through a Full Member organisation or Member in Association or as an Individual Member. The applicant is expected to provide accurate information and add any additional information that would be relevant in the consideration of the application form. If selected to receive the grant, a recipient is expected to:

- Take an active part in IPSF activities and projects during World Congress
- **Produce a written report addressed to the Development Fund Committee and the IPSF Executive Committee detailing the applicant's experiences during their exchange.** This report may be published in the IPSF News Bulletin, IPSF Newsletter or on the IPSF website.
- **Provide a documentation of all expenses and receipts.**

The written report must be submitted **no later than 1 month** of the end of World Congress to the Development Fund Coordinator (df@ipsf.org), **or the grant may be withdrawn at the discretion of the decision-making committee.**

#### 4. Grant Coverage and Criteria

**The grant will allow a pharmacy student with limited financial resources an opportunity to participate in the 66<sup>th</sup> IPSF World Congress, and will cover the registration fee.** The grant will be awarded as reimbursement at the end of World Congress.

The total number of grants awarded will be dependent on the total number of quality applications received and on the grant budget available.

Priority will be given to individuals who:

- Are from low-and lower-middle income countries as defined by the World Bank;
- Have served IPSF as a Contact Person, Student Exchange Officer, subcommittee member, or in some other way contributed;
- Are in their final year of studies;
- Will be attending an IPSF event for the first time and/or are the only representatives from their country.

#### 5. Issues to be taken into consideration

5.1 *Visas:* It is essential for applicants to establish whether they require a visa to attend IPSF World Congress and begin the necessary steps for applying for a visa.

No grant will be awarded to an applicant who fails to obtain the necessary visa(s) required to travel to the country where the World Congress will occur.

5.2 *Sponsors:* Applicants are expected to try and find sponsorship from other bodies apart from the IPSF Development Fund. National, local, and private bodies often have a budget to support these kinds of initiatives. It is advised to reach out to potential sponsors as soon as possible, as it often takes time to receive an answer. You may even be surprised and secure more sponsors than you initially anticipated!

#### 6. Situations and Consequences

To avoid any misunderstanding of the procedures, misuse of the grant, or reduction in the grants awarded each year, this section has been added to dissuade potential applicants from hiding any relevant information or from providing incomplete or false information on their application form.

**It is an applicant's responsibility to inform the Development Fund Coordinator of any changes in the information stated in the application form as soon as the applicant is aware of any new information.** It is recommended that all applicants retain a copy of their application form to remember what has been stated in the application. If any change of circumstances occurs after submission of the application form, please inform the Development Fund Coordinator as soon as possible. Any applicant awarded a Development Fund grant and later found to have misused funds will not be eligible to receive any Development Fund grants in the next five years. If the grant has been paid before the misuse has been identified, then the applicant must pay the grant fully or partly back to the IPSF Development Fund as determined by the Development Fund Committee and the IPSF Executive Committee.

The Development Fund Committee reserves the right to withdraw or reduce any grant given to an applicant if any of the following situations arise:

- Information relevant to the selection process was hidden from the Development Fund Committee by the applicant;
- Information stated by the applicant is later identified as being inaccurate or false and the applicant failed to notify the Development Fund Committee about the necessary changes required in the application;
- New information concerning the financial situation of the applicant was not provided (such as a new sponsor, more money available than was originally stated etc.); Failure to submit the required documentation and/or receipts or submission of incomplete documentation;  
or
- Other situations at the discretion of the Development Fund Committee.