



FIP FOUNDATION FOR EDUCATION AND RESEARCH

## FIP Congress Travel Scholarship

### Standard procedures and criteria for the evaluation of applications

#### Purpose of this document

To provide a common framework of procedures and criteria for the evaluation of applications to the FIP Congress Travel Scholarships. This framework should be used by all Regional Pharmaceutical Forums or other groups/individuals involved in this evaluation.

#### Objectives of the scholarships

1. To assist young pharmacists or pharmaceutical scientists from low- or middle-income countries to attend an FIP congress.
2. To provide an opportunity for the recipient to develop his/her skills and knowledge, in line with the objectives of the Foundation and FIP, and to contribute towards improving pharmaceutical practice, pharmaceutical sciences and/or pharmaceutical education in his/her home country.

#### The congress travel scholarship includes

- FIP Congress registration
- Hotel accommodation (500 EUR)
- A return ticket to the FIP Congress location
- One year Individual Membership of FIP
- A meeting with the leaders of the FIP Foundation and FIP

#### Eligibility criteria

1. Applicants must be young pharmacists or pharmaceutical scientists, under the age of 35 years (by 31 January of the year of the congress to which the application refers);
2. Applicants must live and work or study in a country or territory with an income level classified as low, lower-middle or upper middle by the World Bank in the latest available classification. It is not mandatory that applicants are nationals of, or live in, countries or territories where FIP has member organisations.
3. Regardless of the nationality of the applicant, the application will be evaluated according to the WHO region of his/her country or territory of residence and work/study.
4. Applicants who have previously received financial support or a scholarship from the FIP Foundation are not eligible to apply for a FIP congress travel scholarship.

#### Application process

Applications are submitted electronically through the Foundation's website. The application form is designed in a way that only eligible applicants can submit an application (in terms of age, country of residence, previous Foundation funding, etc.). Notwithstanding, reviewers should verify that the eligibility criteria are met.

A complete application should consist of:

1. A complete application form
2. A two-page (maximum) letter of motivation by the applicant describing why attending the congress is relevant for him or her, and the particular objectives and interests related to the congress. In particular, the letter should describe how the applicant intends to share and/or apply the knowledge and experience gained through the FIP Congress, in order to improve pharmaceutical practice, pharmaceutical science and/or pharmaceutical education in their country of origin;
3. The applicant's curriculum vitae (CV) not exceeding two pages, highlighting the applicant's academic background, language skills, professional experience and development, contributions in terms of leadership and innovation and any other elements the applicant considers relevant for the application.
4. A letter of recommendation from, for example, the applicant's supervisor, manager, employer, dean of school or president of professional organisation.



5. Proof of identity (e.g. copy of passport);
6. A recent photograph of the applicant.

#### **Timeline of the application and evaluation process**

<b>31 January</b>	Deadline for accepting applications
<b>w/c 3 February</b>	Applications are sent to the Forums or other evaluation committees
<b>28 February</b>	Deadline for the FIP Head Office to receive recommendations from the Forums regarding scholarship winners
<b>5 March</b>	FIP Head Office to send recommendations to the Foundation Board of Directors
<b>18 March</b>	Deadline for final decision on grant winners by the Foundation Board of Directors
<b>25 March</b>	FIP Head Office to inform all applicants about the results

Successful applicants then need to register for the Congress with a special code that will be provided to them by the FIP Head Office.

#### **What is expected from successful applicants?**

1. To attend the entire duration of the FIP congress
2. To be present at the Opening Ceremony of the FIP congress
3. To attend specified meetings and programmes during the congress, as defined by the Foundation Board of Directors.
4. To submit to the Foundation Board of Directors a brief report (maximum two pages) within 30 days of the FIP Congress, including the following elements:
  - a. A description of the applicant's activities carried out during the congress and an evaluation of the objectives achieved;
  - b. The occasions where the FIP Foundation for Education and Research was/will be acknowledged;
  - c. A description of how the applicant proposes to use the experience and knowledge gained during the Congress;
  - d. A detailed account of all relevant expenses incurred (including receipts).

The report should be submitted electronically ([foundation@fip.org](mailto:foundation@fip.org)) and it 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 a scholarship, the 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.

#### **Evaluation and decision-making: roles and responsibilities**

All valid applications will be evaluated by the members of the appropriate Regional Evaluation Committee (REC). Such committees will be appointed by the Executive Committees of the Regional Pharmaceutical Forums to make suitable recommendations to the Board of the FIP Foundation. The Forums shall inform the FIP Foundation of the composition of the REC by the 15<sup>th</sup> January (before applications are sent to them for review). The RECs shall appoint a Chair and shall have an odd number (either three or five) of members from different countries of that region. Members of the RECs may be members of the Forum Executive Committee or be invited by the Forum.

If there is not a Regional Pharmaceutical Forum in any of the recognised WHO regions, the FIP Foundation will appoint an *ad hoc* REC for that particular region following the same rules.

The final decision on the granting of the congress travel scholarships will be made by the Board of Directors of the FIP Foundation. The Board's decision will be final and unappealable. All applicants will be informed of the Board's decision once it has been made, but no rationale for the decision will be provided. Any attempt to lobby the Regional Evaluation Committees or the Board of Directors of the Foundation is strictly forbidden and will result in disqualification of the applicant.



### Number of travel scholarships

Each year, the Foundation Board of Directors will determine and announce the total amount of money available for the following year's congress scholarships. This amount will be split equally by the six WHO regions. The amount that each region will be assigned will be split among successful applicants, including a fixed part (covering congress registration and a fixed amount of 500 EUR for accommodation), and a variable part that will cover a return trip to the congress location at the cheapest fare by an appropriate means of transportation, and any visa applications costs that may be required. As such, not only the number of scholarships per region may vary, depending on the travel costs from that region to the congress location, but also the amount of the individual scholarships may vary to reflect the real financial requirements of individual applicants. As an example, please see the table below:

<b>Travel scholarships calculation, based on an allocation of 2,500 € per region</b>			
Congress registration (student fee):	Complimentary		
Accommodation:	500 €		
Fixed part of scholarship:	<b>500 €</b>		
	<b>1 Scholarship</b>	<b>2 Scholarships</b>	<b>3 Scholarships</b>
Total fixed part per region	500 €	1,000 €	1,500 €
Difference until 2,500 €	2,000 €	1,500 €	1,000 €
Individual travel grant (average)*	2,000 €	750 €	333.33 €
<b>* The amounts assigned to each scholarship winner may vary according to the required travel cost, including visa costs.</b>			

### Evaluation criteria

All applications from each region will be evaluated and ranked according to a common set of criteria and pointing. The aim of this evaluation is to identify the applicants within each region with the highest merit, using a scale from 1 (poor) to 25 points (excellent).

Each member of the REC will assess and mark all applications. The average of the marks given by all members of the REC to each individual applicant will be his or her final mark. In case of a tie, the REC will discuss and decide how to rank the tied applicants. The Chair of the REC may express a casting vote if necessary.

#### 1. Academic and professional experience and achievement – 7 points

Based on the analysis of the applicant's curriculum vitae, members of the REC may classify this parameter on a scale from 1 (poor) to 7 (excellent).

Elements to be considered include academic degrees, professional expertise (quality and length), research work and published articles (relevance, impact, number of publications), leadership positions, awards and recognitions, innovation in the work or academic environment, and any other elements that indicate the merit of the applicant in his/her work, research or studies.

#### 2. Capacity to obtain the highest possible benefit of attending the FIP congress – 7 points

Based on the analysis of the applicant's curriculum vitae and letter of motivation, members of the REC may classify this parameter on a scale from 1 (poor) to 7 (excellent).



Aside from the applicant's individual merit, this parameter will particularly assess the alignment between his or her personal knowledge/skills/expertise and that year's specific congress topics and sessions, as well as his or her language skills, to ensure that he or she will be able to fully understand the sessions and interact with other participants.

**3. Potential for affecting change in their community based on the learnings from the congress – 8 points**

Based on the analysis of the applicant's curriculum vitae and letter of motivation, members of the REC may classify this parameter on a scale from 1 (poor) to 8 (excellent).

As stated on the first page, one of the key objectives of these scholarships is to provide an opportunity for the recipient to develop his/her skills and knowledge and to contribute towards improving pharmaceutical practice, pharmaceutical sciences and/or pharmaceutical education in his/her home country. The capacity to affect change will depend on the position or practice environment of the applicant, his/her capacity to make decisions that impact pharmaceutical practice, sciences or education, and his/her demonstrated leadership skills, commitment and/or community engagement.

**4. Third-party recognition of the applicant's merit – 3 points**

Based on the analysis of the applicant's letter of recommendation, members of the REC may classify this parameter on a scale from 1 (poor) to 3 (excellent).

This parameter will provide an additional verification of the applicant's merit through the appraisal by his or her supervisor, manager, employer, dean of school or president of professional organisation. The quality of the applicant's contributions or achievements as described by the author of the letter should be considered by the REC members.

**Marking of the applications should be done using the evaluation grid provided by the Foundation (Excel file). The file should be submitted to the Foundation Board of Directors, via the FIP Head Office, by the 28<sup>th</sup> February.**