

# FIP Congress Travel Scholarships 2020

Standard procedures and criteria for the evaluation of applications

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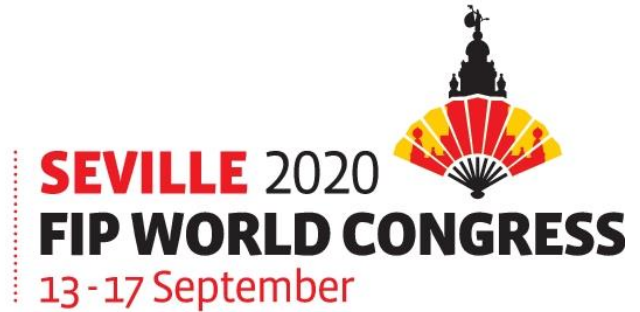
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Executive Secretary, FIP



# FIP Foundation for Education And Research

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# Objective of the scholarships and eligibility criteria

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Under 35 by 31  
January 2020

Not open to  
undergraduates

**To assist young pharmacists or pharmaceutical scientists from low- or middle-income countries to attend an FIP congress.**

Not open to persons living  
in high-income countries,  
regardless of nationality

Not open to previous  
scholarship winners

Not necessary to be from  
a country with a FIP  
member organisation

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# Objective of the scholarships

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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.

# What does the scholarship include?

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- 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

# Foundation budget for 2020

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- 15,000 € in total
- 2,500 € per region – guiding figure, not binding
- Includes fixed part of the scholarship (500€ for accommodation)
- Does not include congress registration fee (covered by FIP)

# Application process

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- Only on-line (via Foundation website)
- Deadline: 31 January
- Application form filters eligible applicants (*age, country of residence, previous Foundation funding*)
- Only complete applications can be accepted

# Application

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1. Complete application form
2. Letter of motivation (two pages max)
3. Curriculum vitae (two pages max)
4. Letter of recommendation
5. Proof of identity
6. Recent photograph



# Timeline

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<b>15 January</b>	Deadline for the Forums to inform FIP HQ about regional evaluation committees
<b>31 January</b>	Deadline for accepting applications
<b>w/c 3 February</b>	Applications are sent to the Chairs and regional evaluation committees
<b>24 February</b>	Deadline for the evaluation committees to send their scores to the Chairs of the evaluation committees
<b>28 February</b>	Deadline for the Chairs of the evaluation committees to send recommendations of the scholarship winners to FIP HQ
<b>5 March</b>	FIP HQ 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 HQ to inform all applicants about the results

# Regional Evaluation Committees (REC)

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- One per region (six)
  - Appointed by the Executive Committees of the Regional Pharmaceutical Forums
  - If there is no Forum, Foundation sets up ad hoc committee following same rules
  - Make recommendations to the Board of the FIP Foundation (who make final decision)
  - Forums must inform the FIP Foundation of the composition of the REC by 15<sup>th</sup> January (before applications are sent to them for review)
  - Chairperson
  - Odd number (either three or five) of members from different countries of the region
  - May be members of the Forum Executive Committee or invited by the Forum
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# Standard evaluation procedure

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- All applicants will be evaluated and ranked according to a common set of criteria and pointing
- Each member of the REC will assess and mark all applications
- Scale from 1 (poor) to 25 points (excellent)
- 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

# Evaluation criteria

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1. Academic and professional experience and achievement – **7 points**
2. Capacity to obtain the highest possible benefit of attending the FIP congress – **7 points**
3. Potential for affecting change in their community based on the learnings from the congress – **8 points**
4. Third-party recognition of the applicant's merit – **3 points**

# Academic and professional experience and achievement – **7 points**

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- Based on CV
  - From 1 (poor) to 7 (excellent)
  - Elements to consider:
    - 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
    - other
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# Capacity to obtain the highest possible benefit of attending the FIP congress – **7 points**

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- Based on CV and letter of motivation
- From 1 (poor) to 7 (excellent)
- Elements to consider:
  - Alignment between candidate's knowledge/skills/expertise and this year's congress topics and sessions
  - Language skills

# Potential for affecting change in their community – 8 points

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- Based on CV and letter of motivation
- From 1 (poor) to 8 (excellent)
- Elements to consider:
  - Position or practice environment of the applicant
  - Capacity to make decisions that impact pharmaceutical practice, sciences or education
  - Demonstrated leadership skills, commitment and/or community engagement.

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

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- Based on letter of recommendation
- From 1 (poor) to 3 (excellent)
- Elements to consider:
  - 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.



# How are the number and amount of scholarships determined?

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- Two main criteria: 1st: regional distribution; 2nd: individual merit
  - Each region has been allocated a guiding figure of 2,500€ and will be assigned a minimum of one scholarship.
  - No candidate will be given a scholarship higher than 2,500€
  - Forums will submit to the Foundation a ranked list of candidates.
  - FIP Head Office will obtain quotes for air fares for all candidates and calculate their financial requirements.
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# How are the number and amount of scholarships determined?

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- The highest-ranked candidate from each region will for sure receive a scholarship provided that her/his financial requirements do not exceed 2,500€.
  - The following candidates from a region may also receive a scholarship if their global financial requirements are within 2,500€
  - Other candidates from all regions will be included in a stand-by list, which will be ranked per mark.
  - Decision on scholarships is made by Foundation.
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# How to calculate the number and amount of scholarships?

<b>Travel scholarships calculation, based on an allocation of 2,500 € per region</b>				
Congress registration (student fee):	Complimentary			
Accommodation:	500.00 €			
Fixed part of scholarship:	<b>500.00 €</b>			
	<b>1 scholarship</b>	<b>2 Scholarships</b>	<b>3 Scholarships</b>	
Total fixed part per region	500.00 €	1,000.00 €	1,500.00 €	
Difference until 2,500 €	2,000 €	1,500.00 €	1,000.00 €	
Individual travel grant (average)*	2,000 €	750.00 €	333.33 €	
<b>* The amounts assigned to each scholarship winner may vary according to the required travel cost, including visa costs.</b>				

## Hypothetical scenarios and REC recommendations



<b>Scenario 1</b>		
	<b>Travel cost</b>	<b>Visa cost</b>
1st ranking applicant	1,000.00 €	0.00 €
2nd ranking applicant	600.00 €	150.00 €
3rd ranking applicant	450.00 €	0.00 €
4th ranking applicant	500.00 €	0.00 €
5th ranking applicant	350.00 €	0.00 €
	<b>1 Scholarship</b>	<b>2 Scholarships</b>
Fixed part	500.00€	1,000.00 €
Incremental sum of travel costs	1,000.00€	1,750.00 €
Total	1,500.00€	<b>2,750.00 €</b>
Remaining	1,000€	-250.00€

In this scenario, the Regional Evaluation Committee could recommend to award 1 scholarships, and 1,000€ would go to the common “play-off” pool.



<b>Scenario 2</b>				
	<b>Travel cost</b>	<b>Visa cost</b>		
1st ranking applicant	350.00 €	0.00 €		
2nd ranking applicant	320.00 €	0.00 €		
3rd ranking applicant	180.00 €	0.00 €		
4th ranking applicant	200.00 €	0.00 €		
5th ranking applicant	200.00 €	0.00 €		
	<b>1 Scholarship</b>	<b>2 Scholarships</b>	<b>3 Scholarships</b>	<b>4 Scholarships</b>
Fixed part	500.00€	1,000.00 €	1,500.00 €	2,000.00 €
Incremental sum of travel costs	350.00€	670.00 €	850.00 €	1,050.00 €
Total	850.00€	1,670.00 €	2,350.00 €	<b>3,050.00 €</b>
Remaining	1,650€	830€	150€	-550€
In this scenario, the Regional Evaluation Committee could recommend to award 3 scholarships, and 150€ would go to the common “play-off” pool.				

### Scenario 3

	Travel cost	Visa cost		
1st ranking applicant	875.00 €	120.00 €		
2nd ranking applicant	925.00 €	90.00 €		
3rd ranking applicant	400.00 €	0.00 €		
4th ranking applicant	650.00 €	80.00 €		
5th ranking applicant	750.00 €	0.00 €		
	<b>1 Scholarship</b>	<b>2 Scholarships</b>	<b>1st + 3rd applicants</b>	
Fixed part	500.00€	1,000.00 €	1,000.00 €	
Incremental sum of travel costs	995.00€	2,010.00 €	1,395.00 €	
Total	1,495€	3,010.00 €	2,395.00 €	
Remaining	1,005€	-510€	-105€	

In this scenario, the Regional Evaluation Committee could recommend to award 1 scholarship, and 1,005€ would go to the common “play-off” pool. As the FIP Congress Travel Scholarships are based on individual merit, in no case the Regional Evaluation Committee may recommend a lower-ranking applicant simply because his/her financial requirements are lower and fit within the budget (as the example provided above).



Thank you.

Any questions?