

# *ISHAM WORKING GROUP*

## *APPLICATION FORM*

### **NOTES ON APPLICATIONS FOR ISHAM WORKING GROUPS**

1. While membership of a Working Group is open, at no cost, to all with the same shared interest, the coordinators of each group must be ISHAM members.
2. ISHAM council approval is required prior to the initiation of any Working Group, but such approval does not, in itself, include financial support of the group by the Society.
3. Each Working Group **must** submit to the General Secretary, on at least a yearly basis, reports on its activities for review by the ISHAM Council. In addition, each Working Group **must** show its ISHAM affiliation in any public or professional publications, workshops, lecture or similar activities.
4. Financial support may be provided by ISHAM on the basis of the information provided in this application. Funding is intended to be used as seed money, to establish the working group, but could also be used for such activities as networking, organization of workshops, and exchange of students and research workers. The actual amount awarded will depend on the size of the working group but will not exceed **\$5,000 (USD)** for any one working group over a three year period. The working group applicant will be expected to adhere strictly to the recommendations provided in the ISHAM guidelines and to submit a full report and statement of accounts on an annual basis.
5. As with all ISAHM funding, applications should be made at least three months in advance of the planned establishment of a working group in accord with the following closing dates; **28 February, 31 May, 31 August, and 30 November. Retrospective applications will not be considered.** Applicants will be notified of the Council's decision within four weeks of the closing date.

This form should be completed and returned to **The General Secretary:**

**Dr J Peter Donnelly PhD**

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1	<b>Name(s) of coordinator(s), including title, proposing the working group</b>
2	<b>Coordinator(s) full contact information, including voice/fax numbers</b>
3	<b>Names and contact information of working group members</b>
4	<b>Please provide a brief description (500-1000 words) of the working group, including its objectives and expected outcomes, with a timeline as to when the outcomes will be met</b>
5	<b>Expected duration of the working group's operations:</b>

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6	<p>If you are applying for ISHAM funds, could you please provide the names and contact information of professional societies, commercial vendors, private foundations, governmental organizations, etc., from which you have also requested funding for your working groups.</p>
7	<p>If requesting financial support from ISHAM, please provide a preliminary budget including the initial sum requested and justification for each of the items listed</p>
8	<p>If ISHAM does provide funding, to whom should the support be directed, e.g., coordinators' internal funds management organization – NOTE – Funds will NOT be transferred to any individual.</p>
9	<p>Signature of the coordinator(s) – NOTE – electronic signatures are acceptable and only one of the coordinators needs to sign the document:</p> <p>Date:</p>