

GUIDELINES FOR SPONSORSHIP OF SCIENTIFIC MEETINGS, TRAINING COURSES, AND OTHER EDUCATIONAL EVENTS AND ACTIVITIES

The purpose of this document is to inform potential applicants of the procedures that must be followed when applying to the International Society for Human and Animal Mycology (ISHAM) for financial sponsorship of scientific meetings, training courses, and other educational events. Guidelines to assist the ISHAM Council in reaching decisions whether or not to support particular events are also provided.

Separate guidelines will be made available for individuals who wish to apply to ISHAM for financial sponsorship to enable their personal attendance at scientific meetings and training courses, or to undertake longer periods of training at centers other than their own institution.

Guidelines for applicants for financial support

ISHAM is a non-profit making scientific association, founded in 1954, with more than 900 members from a diverse range of backgrounds. The Society endeavors to make funds available to certain individuals and organizations to support educational activities that advance the practice and study of all aspects of medical and veterinary mycology.

Eligibility

Any activity which is perceived to have educational or scientific merit, including conferences, seminars, workshops, training courses, or similar events, in fields related to the mission of ISHAM will be considered for sponsorship.

Documentation

The applicant(s) must provide, in the form of a letter directed to the General Secretary, the following:

1. The scientific or educational importance of the event;
2. The specific amount of funds being requested, the purpose(s) to which the funds received from ISHAM will be used by the organizer(s) and the major expenditure categories of the event;
3. A copy of the program outline, registration form and similar documents describing the event;
4. The names and professional affiliations of the invited faculty;
5. The nature of the population to which the event is directed and the approximate number of attendees expected to participate;
6. The name(s) of other individual(s) or organization(s) from which co-sponsorship is (are) being sought.

Conditions for support

If the activity is supported, a statement that funding has been provided by ISHAM must be included in all documents distributed to attendees. In addition, ISHAM should have “first right of refusal” for the publication of the proceedings of the event as a supplement to its journal *Medical Mycology*.

Any proposed modification to the purpose for which funds have been provided must first be reviewed and approved by the ISHAM Council.

Deadlines for application

There will be two (2) application deadlines each year, published on the ISHAM website and in the ISHAM Newsletter. Applications will only be considered for events scheduled to be held after the published deadlines. Recurring events, e.g., annual meetings, will be supported only once in a three (3) year cycle.

Assessment of applications

Applications will be assessed by a committee composed of ISHAM Council members selected by the General Secretary. Available funds will be distributed among approved applicants according to the perceived educational and scientific merit of the proposed program and the use to which the funds will be used by the applicants. The maximum value of a single grant will be determined by the Council at each deadline. Final decisions as to the funding of events will be made within six (6) weeks of the application deadlines.

Guidelines for assessment of applications

These guidelines are provided for members of the ISHAM Council to enable them to assess applications for funding.

The General Secretary will be responsible for all communications with applicants, and will also be responsible (in conjunction with the Treasurer, as needed) for determining which members of the ISHAM Council should review each application.

In addition to the General Secretary and Treasurer, at least three members of the Council should review each application. The General Secretary will distribute applications to the identified members of Council and follow up to determine whether or not each application has received the necessary approvals. For approval, an application must have the support of a simple majority of the council members who reviewed the application.

Once a decision has been reached, and the level of support to be provided has been determined, the General Secretary will notify the applicant and invite them to communicate with the Treasurer to arrange the transfer of funds.

Eligibility

Any activity which is perceived to have educational or scientific merit, including conferences, seminars, workshops, training courses, or similar events, will be considered, provided it is related to the mission of ISHAM.

Documentation

The application for funding should provide sufficient information to permit a proper assessment of the educational merit of the activity. The information provided should include the following:

1. The scientific or educational importance of the event;
2. The specific amount of funds being requested, the purpose(s) to which the funds received from ISHAM will be used by the organizer(s) and the major expenditure categories of the event;
3. A copy of the program outline, registration form and similar documents describing the event;
4. The names and professional affiliations of the invited faculty;
5. The nature of the population to which the event is directed and the approximate number of attendees expected to participate;
6. The name(s) of other individual(s) or organization(s) from which co-sponsorship is (are) being sought.

Assessment of applications

Preference should be given to those applications that have the greatest perceived educational/scientific merit, the use to which the funds will be applied and the financial need of the applicant(s).

Other factors that should be taken into account include the professional standing of the applicant(s), other contributions of the applicant(s) to the mission of ISHAM, the number of individuals who will benefit from the event, and whether the funds will be used to support the event organizers, other senior professionals, or trainees.

If the organizers of a conference or training course have indicated that they have obtained co-sponsorship from other donors, it may be appropriate to decline the application or to reduce the amount of ISHAM sponsorship.

Level of financial support

The maximum value of each grant will be determined by the Council, acting on the Treasurer's advice as to the availability of funds.