

Policy No. 5.1 Title: IFSHT Evelyn Mackin (EM) Congress Grant	
Origin: Stacey Doyon and Nicola Goldsmith	
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Revised: <i>(date)</i>	
Governing Authority: EXCO	
References: Online application form for EM Congress Grant, EM grant letter of selection, EM Congress Grant candidate information for booking travel and registration, Information needed for wire transfers from IFSHT.	
Corresponding Policy: Speakers Grant, Triennial Congress Grant	

Purpose:

This grant is designed to fully fund therapists to attend the next IFSHT Triennial Congress. It is granted to those who are eager to develop hand therapy in their country. This is an opportunity to further expand his or her knowledge and to network with hand therapists from around the world.

Policy:

1. Criteria

a. The grant nominees:

- i. must come from a country which does not have an active hand therapy organisation.
- ii. may be a corresponding member of IFSHT.
- iii. may be one of the active members of a country with an associate membership.
 1. In this case the active members of this group will choose whom, in their group, will apply for the grant. Only one of this group can apply.

b. The grant includes:

- i. Flights
- ii. Hotel
- iii. Congress registration
- iv. Visa(s) from the host country and a country they may transit through on the way to the congress.
- v. Entry and exit fees for their country.
- vi. Per diem calculated specifically for each host location. Per diem is to assist with meals and local transportation costs.

c. The grant recipient agrees to:

- i. Attending the entire congress
- ii. Being identified at the IFSHT triennial congress
- iii. Being featured in REACH
- iv. Being featured on IFSHT website

- v. Provide a written report of what was learned at the meeting and how it will benefit his/her professional life.
- 2. Eligibility
 - a. The grant is given to an Occupational Therapist or Physiotherapist and must demonstrate one or more of the following:
 - i. A strong interest in hand therapy.
 - ii. Efforts to specialise in hand therapy.
 - iii. Leadership in developing hand therapy as a specialty practice area in their country.
 - b. Preference is given to those whose economic status makes self-funding challenging/impossible.
 - c. Candidates must have adequate written and spoken English comprehension to assist in the application process and to understand and communicate with others at the IFSHT triennial congress.
- 3. Funding
 - a. This grant is funded through donations to the IFSHT Evelyn Mackin Grant Fund. Donation opportunities for this grant are available on the IFSHT website through PayPal.
 - b. Hand therapy and hand surgery organisations will be specifically targeted by IFSHT with requests for donations to this grant.
 - c. All donors to this grant will be acknowledged at the triennial congress and our congress website unless they requested that the donation be anonymous.

Procedure:

- 1. Call for identification of nominees
 - a. Should be started approximately 15 months prior to the congress.
 - b. Should be posted on social media, website, and newsletters.
 - c. Secretary general to inform all delegates and committee chairs about the call for nominees 12-15 months prior to the congress.
 - d. The IFSHT EXCO and committees will make efforts to identify suitable applicants for this grant. No applicant can be given a guarantee of success of their application.
 - e. The following may be pursued:
 - i. Contacting delegates of IFSSH countries which are without an organised hand therapy society in their country and inquire about potential candidates.
 - ii. Identifying potential candidates from countries who are corresponding members of IFSHT.
 - iii. Consideration of the activity of individuals from non-associated countries who contact IFSHT looking for support or corresponding membership.

- iv. Receipt of recommendations from hand therapists who have visited and/or worked with hand therapists in low-income countries or where hand therapy is not established.

2. Logistics

- a. The president-elect of IFSHT is responsible for overseeing this grant process for the next triennial meeting.
- b. The secretary general receives all the applications via the website and passes them onto the president-elect to determine eligibility.
- c. The president-elect will organise them and make sure the applicant meets the eligibility requirements as outlined above. The president-elect will determine if additional information is needed from the nominee and contact that nominee or the nominating person for the information.
- d. Once the applications are in order the president-elect will then forward them onto the EXCO.
- e. Names and applications are reviewed by the IFSHT EXCO to determine suitability and to request additional information if necessary.
- f. Each application is reviewed to ensure the nominee has not been prior recipient of this grant (list of past recipients is found on Teamwork).
- g. For any individual who applies for the Evelyn Mackin grant but does not meet criteria for this grant, IFSHT will consider other sources of funding/support.
- h. All nominees contact information will be retained for consideration of any additional funding that may arise in the future. The information should be retained until the completion of the congress.
- i. The treasurer will notify the information officer of any donations made to the IFSHT Evelyn Mackin Congress Grant Fund so this can be posted on our website and in our newsletter. This information also needs to be sent to the president so it can be included in slides for the opening ceremony.

3. Selection process

- a. The available funding is reviewed by EXCO.
- b. The treasurer will inform the president-elect how much it will cost to sponsor an applicant to attend the entire congress. This is to include hotel, registration and per diem. Flights will vary per applicant and should be estimated for this purpose.
- c. The EXCO then determines how many and which nominees will be supported.
- d. This determination should be made nine-12 months in advance of the IFSHT triennial congress. This allows the EXCO sufficient time to identify candidates and evaluate the suitability of each applicant. It also allows the candidate sufficient time to initiate the visa process (if applicable).
- e. Once the nominees are selected the secretary general informs the recipients with an EM grant letter of selection. This letter must include the following:
 - i. A reminder of the criteria as stated above.
 - ii. Information regarding the requirement that all grant recipients need to send a report within 90 days of the meeting providing feedback

- on what they learned at the congress. These testimonials are to be sent to IFSSH and IFSHT.
- iii. That by accepting the grant they agree that IFSHT may use their image and name on the IFSHT website and in any of our media sites immediately following the congress and at any time in the future.
 - iv. This letter is sent with the following additions:
 - 1. Form-IFSHT EM congress grant candidate for booking travel and registration.
 - 2. Form-Information needed for wire transfers from IFSHT.
 - f. The final grant recipients will be notified no later than 6 months prior to the triennial congress.
 - g. The recipient of the grant will complete and return the two forms essential for booking their travel and registration.
 - 1. No bookings will be made unless these forms have been completed and any queries explored and resolved.
 - 2. These forms will be sent to the treasurer and president elect respectively. The forms will be saved on Teamwork.
4. At the congress
- a. The grant recipients will be identified in the opening ceremony and brought on stage for a photo with the president.
 - b. All donors to the grant will be identified unless they stated they wish to remain anonymous.
5. After the congress
- a. The information officer will post all the EM congress grant recipients names along with a group photo on the appropriate website page and in the next published newsletter.
 - b. A letter thanking IFSSH for any donation is written and sent by the president. This letter is to include EM congress grant recipient names along with the information received from the EM congress grant recipients about what they learned from attending the congress. This letter should be sent along with the letter detailing the recipients of the triennial congress grant.
6. Reimbursement of any expenses
- a. All reimbursements are directed to the treasurer for processing.
 - b. There are some expenses that will need to be incurred by the recipient(s). In this situation the recipient(s) may need to pay in advance and then submit receipts to the treasurer for reimbursement. This only applies to expenses that have been agreed upon by the IFSHT and the recipient(s) prior to the expense being incurred.
 - c. All reimbursements must be accompanied by a receipt for the expense.
7. Booking of travel for grant recipients
- a. This will be done by the president-elect but may be done by any member of EXCO. Done in coordination with treasurer and secretary general.
 - b. Before any booking can begin, you need to have each grant recipients return of the IFSHT EM congress grant candidate for booking travel and

registration form. This was sent by secretary general at the time of notification.

- c. The debit card may be used to book flights and hotels. If it is a preloaded debit card, ensure there is sufficient funds loaded onto the card to cover the expenses. President elect or other EXCO member should contact treasurer to confirm this.
- d. Review the IFSHT EM congress grant candidate for booking travel and registration form before booking travel to be familiar with grant recipients travel dates.
- e. Booking hotels:
 - i. Each recipient will have their own single hotel room. Any request for an upgrade will be at the recipient's expense. They will be reimbursed for the single hotel room rate, but this will only be reimbursed after the congress with an appropriate receipt.
 - ii. The president-elect will explore hotels in the area that are rated at least 3 stars and within a ten-15 min walk to the congress. The personal safety of grant recipients is an important consideration when selecting the hotel in terms of hotel location and security.
 - iii. Try to book hotels based on arrival and/or departure times to the city to avoid extra hotel nights.
 - iv. Once the hotel is identified and candidates have been selected and confirmed the president-elect can book the hotel rooms.
 - v. The EM grant only funds the hotel accommodation for the days of the conference. Some recipients may need to arrive a day earlier to make it to the opening ceremonies.
 - vi. All hotel accommodation funding ends on the last day of the conference unless there is no return flight to the recipient's home on that day.
 - vii. Choose a hotel and room rate that is refundable if possible but balance this with the aim of getting the lowest rate.
- f. Booking airfare:
 - i. Make note of travel days. Some recipients prefer to arrive early or stay later. This is permissible if there is no substantial difference in the flight cost.
 - ii. If the cost of the flight is different, the recipient will need to pay for their flight, and they will only be reimbursed for the amount budgeted for (or found during the search for the dates around the congress). Reimbursement will only occur after the congress and with a receipt. After the congress is stipulated since we will have difficulty retrieving the funds if the recipient cancels their flight. A copy of the original cost of the airfare, that the president elect found, must be kept in Teamwork to determine the amount to be reimbursed.
 - iii. The form on booking hotel and airline information should be used to source information to help the booking of flights to find the airlines

that fly in and out of their countries. Your local search engine will not search all the airlines available. Also, prices may be different.

- iv. It may be necessary to be collaborative amongst the grant winner and the EXCO. If someone books a flight, the same flight may be more expensive than if it is booked by someone in South Africa. Utilise the EXCO to the best advantage. You may also be able to use a VPN (virtual private server) to access from different locations.
 - v. Flights are to be booked as an economy fare.
 - vi. To ensure the most judicious use of EM grant funds, the least expensive flight option should be selected. This may require at least one stop along a given route and is acceptable for flights over three hours in length. If booking a long flight, then two stops may be needed to decrease the cost. Direct flights will only be allowed if the fare is the same as a one stop fare for flights over three hours.
 - vii. Flights should be booked as refundable to the debit card used at the time of booking and not a credit to the ticket holder.
- g. Registration
- i. Registration of the recipients is completed by the secretary general, and the names are submitted along with the list of EXCO attendees needing registration. A copy of this list is sent to the treasurer in order to facilitate payment for the registrations.
 - ii. Registration is paid for by a wire transfer to the host country once an invoice has been received from the host country.
- h. Notification
- i. The president-elect will notify each recipient of their flight, hotel and registration information and given reservations numbers.
 - ii. All reservations are to be uploaded into Teamwork under the EXCO files, congress planning (for appropriate year).