

Policy No. 5.2 :Title: IFSHT-IFSSH Triennial Congress Grant	
Origin: Stacey Doyon and Nicola Goldsmith	
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Revised: <i>(date)</i>	
Governing Authority: EXCO	
References: Triennial Congress Grant Application form, Letter of confirmation for those receiving grant funds.	
Corresponding Policy:	

Purpose:

This grant is designed to provide partial financial assistance for therapists to attend the triennial congress.

Policy:

1. Criteria
 - a. Grant Nominee:
 - i. Any qualified occupational therapist (OT) or physio/physical therapist (PT) with an interest in the area of hand therapy may apply.
 - ii. The applicant cannot be from the host’s country of the congress.
 - iii. Must have at least two years of experience in treating and managing hand conditions.
 - iv. Applications from other professionals who are invited IFSHT Congress speakers are also eligible to apply. This may include keynote speakers that are OT/PT’s but hand therapy is not their specialty and they may not be from a member country.
 - b. The grant includes:
 - i. Recipients receive financial assistance towards specific Congress expenses. Examples include registration fee, hotel or travel expenses.
 - ii. This may be a partial expense, not full coverage for a particular expense.
 - c. The grant recipient agrees to:
 - i. Attending the entire congress
 - ii. Provide a written report of what was learned at the meeting and how it will benefit his/her professional life.
 - iii. Being featured or mentioned in our newsletter, website or on social media and at the congress.
2. Eligibility
 - a. This grant is awarded to an occupational therapist or physio/physical therapist and must demonstrate one or more of the following:

- i. Demonstrated leadership skills in his/her own country.
 - ii. Contributed to hand therapy knowledge through publications, research, or educational events.
 - iii. Active participation in the hand therapy society or promoted the founding of a hand therapy society in his/her country.
 - b. A letter of support/recommendation from a professional colleague supporting your application is required.
 - c. Therapists from the congress host country may not apply.
 - d. A host society can apply for the funds for a specific keynote speaker.
- 3. Considerations (weighted) for grant applicants
 - a. Preference will be given to applicants who are:
 - i. Invited speakers.
 - ii. From IFSHT member countries. In order to benefit as many therapists as possible, preference will be given to applicants who require only partial support to attend the IFSHT Congress.
 - iii. From countries classified by the World Bank as low income. Use www.worldbank.org website to determine the most up to date information on countries GDP per capita.
 - iv. Delegates from Full Member Countries are low priority for this grant unless they are from a low-income country.
 - v. Therapists from countries with limited resources and those who are presenting at the congress are given priority.
 - vi. Therapists that have not previously received support from IFSHT. This is to spread support among therapists around the world and not support the same applicants repeatedly. They may still be awarded some travel but would be a lower priority over others.
 - vii. Geographically close to the congress. Applicant is more likely to attend if given a partial subsidy, travel expenses are lower.
 - viii. Free paper submitted as this indicates a clear commitment to participate and benefit from the congress.
- 4. Funding
 - a. Money is raised at the previous Triennial Congress Silent Auction (supports speakers).
 - b. Hand therapy and hand surgery organisations will be specifically targeted by IFSHT with requests for donations to this grant.
 - c. Donations to the Triennial Congress Grant fund. Donation opportunities for this grant are available on the IFSHT website through PayPal.
 - d. Sponsorships.

Procedure:

- 1. Call for applications:
 - a. Applications for the IFSHT/IFSSH Triennial Congress Grant are available in the run up to the Congress and a call should be initiated about 12-15 months prior to the congress.

- b. This call should be posted on social media, IFSHT website and in 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 Application deadline is nine months prior to the Congress.
- e. The application deadline date is posted on the website by the information officer.
- f. The nominee is responsible for the following:
 - i. Provide a copy of their diploma/degree as an occupational therapist or physiotherapist.
 - ii. Submit a letter of recommendation with their application from either an individual therapist from an IFSHT member country, from their own country's hand therapy society (if a member society of IFSHT), or from an employer or physician/surgeon if the applicant is from a country without IFSHT or IFSSH membership.
 - iii. The grant recipients are responsible to obtain a VISA at least Six months prior to travel.
 - iv. Nominees and their supporting person should complete the application online.

2. Logistics:

- a. The president-elect is responsible for overseeing this award process for the next triennial meeting.
- b. The secretary general will receive all the applications and will forward these to the president-elect.
- c. The president-elect will organize them and make sure the nominee 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. A spreadsheet is created outlining what each nominee is applying for e.g., hotel, registration, airfare, visa.
- 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 award (list of past recipients is found on Teamwork).

3. Selection process:

- a. Available funding for both the speaker fund and the Triennial Congress Grant fund is provided to President-elect from the treasurer.
- b. The president-elect then determines which type of funding each applicant may be eligible for based on what they are requesting and how much we have available.
- c. Although we try to provide some funding for all the qualified applicants this may not always be viable.

- d. This is then sent to the EXCO for review and to do a final determination on which applicants will be supported.
 - e. The president will then contact IFSSH for any assistance needed with financial support.
 - f. This determination should be made seven-eight months in advance of the IFSHT Triennial congress. This should allow the applicant sufficient time to initiate a visa process if needed.
 - g. The recipients should be notified no later than six months prior to the triennial congress.
 - h. The secretary general informs the recipient through a letter. The letter must include the following:
 - i. The amount of funding they are receiving and what it is for.
 - ii. That a written report needs to be submitted within 90 days of the meeting providing feedback on what they learned at the congress.
 - iii. That by accepting the award 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. That all travel arrangements are to be made by the recipient of this grant.
 - v. That any changes that occur in expenses between notification of the grant amount and the time the expense is incurred by the recipient will be the sole responsibility of the recipient. The amount awarded will not be changed.
 - vi. This letter is sent with the following addition:
 - 1. Form-Information needed for wire transfers from IFSHT.
This form must be returned to the treasurer by the recipient.
4. After the congress:
- a. The president will submit a letter of thanks to IFSSH indicating the number of recipients that received this grant along with the letters received from the recipients to show how their funding was utilized. This letter can be sent with the letter pertaining to the EM grant recipients.
5. Reimbursements
- a. All reimbursements are directed to the treasurer for processing.
 - b. The treasurer will expense all the expenses that occurred from speakers from the speakers' fund. If that fund is not able to support all the speakers, then the remaining expenses from speakers will then be removed from the triennial congress grant fund.
 - c. The remaining fund recipients (non-speakers) will have their expenses removed the triennial congress grant fund.
 - d. Recipients are reimbursed after the congress has been completed. They therefore must be able to incur the initial

expense. To receive reimbursement, the recipient must send the following items to the Treasurer at treasurer@ifsht.org.

- e. Treasurer must have received the form-Information needed for wire transfers from IFSHT.
 - i. The form is provided by the Secretary general with the notification of award letter.
- f. The recipient will be responsible for any banking fees caused by errors in the banking information provided by the recipient.
- g. The recipient must provide receipts as evidence that the covered expense was incurred.
- h. Before reimbursements occur, the report describing the benefits the recipient received by attending the Congress, as mentioned above, has been submitted to the secretary general.

6. Donations

- a. The treasurer will notify the information officer of any donations made to the IFSHT Triennial Congress Grant so this can be posted on our website and in our newsletter.
- b. Treasurer will also send information on any donations made to the president so that it can be included in slides for the opening ceremonies.
- c. All donations to this grant will be fully acknowledged at the triennial meeting, on the website, and in the REACH newsletter unless the donor requested to be anonymous. This is completed by the information officer.
- d. A PayPal and Stripe donation button for this award should be available on the website. Other details on how to donate by wire transfer can be completed after contact with the treasurer.