

IFSSH Educational Sponsorship Application Guidelines

Applications

Applications for IFSSH sponsorship shall be submitted to the Secretary General of the IFSSH (administration@ifssh.info) and will be considered by the CES. Based on the recommendations of the CES, the IFSSH Executive Committee will decide to approve or deny the requested funding.

Applicability

These guidelines apply to all Hand Surgery societies that are members of the International Federation of Societies for Surgery of the Hand (IFSSH) which request a contribution (in money or in kind) to organize an educational activity likely to improve the quality of hand surgery throughout the world. These guidelines may also apply to applications for educational sponsorship from the International Federation of Societies for Hand Therapy (IFSHT). The guidelines also apply to any individual seeking funding to attend an IFSSH Congress or any other IFSSH sponsored educational programme.

Sponsorship Principles

The IFSSH Committee for Educational Sponsorship will ensure that the projected educational activity fulfills the following principles:

1. Sponsorships should be used to support hand surgery educational programs, either as the only source of funding or supplementing other provisions aimed at promoting the same type of educational activity.
2. Sponsorships should not compromise the professional ethical standards of those involved in the sponsored educational programs.
3. Sponsorships should not be used to promote or endorse surgical/treatment products during the educational activity.
4. Sponsorships should provide equality of opportunity to any individual in need of education in the field of hand surgery.
5. Sponsorship agreements should ensure that there is full capacity to deliver the expected educational benefits.
6. No member of the IFSSH Committee for Educational Sponsorship, the IFSSH Executive Committee or the Council of the sponsored Hand Surgery Society is to receive a personal economic benefit from that sponsorship, although such members may receive benefits if invited to participate as a

teacher in an educational programme to the same level as non-member invitees.

7. Sponsorship agreements should not expose the IFSSH or the sponsored Hand Surgery Society to any financial or legal risk that is disproportionate to the extent of the sponsorship.
8. When approving sponsorship agreements, the sponsored Hand Surgery Society needs to ensure that the organizers of the activity can deliver adequate educational quality.
9. The logos of the IFSSH and the Hand Surgery Society should be prominently displayed on any printed material related to the sponsorship. When the information is provided online, an IFSSH clickable logo is to be used to link that information to the IFSSH website.
10. These guidelines should be handled with flexibility, with consideration of the local characteristics of the places where the educational activity will be held.

Application Process

Applications for IFSSH sponsorship should be submitted to the Secretary General of IFSSH at least three (3) months prior to the celebration of the educational project. They should include a written document detailing:

1. The purpose of the educational project
2. Who will benefit from this sponsorship?
3. Who will be involved in the delivery of this educational project?
4. A complete itinerary and program of the proposed educational project
5. A full budget, including utilization of the requested funds.
6. What other funding will be requested/used?

The applications will be first evaluated by the IFSSH Committee for Educational Sponsorship to confirm the adequacy of the applications with regards to the principles listed above. Should questions arise, this committee may request further information from the applicants

Based on the recommendations made by this committee, the IFSSH Executive Committee will decide to approve or deny the requested funding.

Funding will be processed immediately after the decision is made, at which point a written agreement will be signed by the President of the IFSSH and a representative of the Hand Surgery Society that requested the funding.

The written sponsorship agreement should clearly outline the commitments for all

parties. It should be made for a specific period of time. Termination conditions allowing either party to withdraw from the arrangement should also be included. Copies of agreements should be available for audit purposes. Legal services regarding sponsorship contract may be exceptionally requested.

In their annual meeting, the Delegates' Council will be informed of the funding requests that have been accepted, those that have been refused, and the reasoning behind those decisions.

Finance

All monies, goods or services received by the organizers of the sponsored activity should be treated in accordance with the policies and procedures specified by the Hand Surgery Society backing that educational initiative.

Monitoring and Evaluation

The organizers of any IFSSH sponsored educational activity will send a full report of that activity to the Secretary-General of the IFSSH no later than three (3) months after completion of the event.

The report should include, when appropriate:

1. The list of faculty and attendees to the sponsored activity
2. A detailed description of the activity
3. A financial report of the activity, including all sources and uses of funding
4. A summary of evaluation forms obtained from the attendees, grading scientific interest, clinical applicability, teaching quality of the faculty, and potential commercial biases detected during the activity
5. A critical review of the overall sponsored activity, with recommendations to be used in future similar events

At the discretion of the Executive Committee, the report may be included in the IFSSH newsletter and website and published in the IFSSH-ezine.

Specific Sponsorship guidelines

1. IFSSH Congress Assistance Grants

Purpose: To assist hand surgeons from poor or developing communities to attend an IFSSH triennial Congress. This grant is intended for surgeons who would not be able to attend the IFSSH meeting without financial support. The maximum number of grants available per congress will be limited to a maximum of twenty thousand (20,000) US Dollars.

Implementation: Grant applications should be sent to the Chairman of the Organizing Committee of the IFSSH Congress at least three (3) months before the congress to which the applicant plans to attend. This application should include:

1. The reason for attending the congress
2. The reasons for requesting financial support e.g. Monthly income, absence of other sponsors.
3. The amount needed. Depending on the availability of funds, a maximum limit of funding/person/congress may be applied.
4. Professional position (hospital, field of work, work experience)

The application should be supported by a letter from a chief or department head explaining how the knowledge and experience gained by the applicant in that congress would benefit the applicant's community.

Grant applications will be individually evaluated and decided by the Organizing Committee of the IFSSH Congress. The final decision should be communicated to the applicant soon after the decision is made.

Grant recipients will send a full report of their experience to the IFSSH Secretary-General no later than three (3) months after completion of the event. These reports may be published in IFSSH publications (e.g. IFSSH ezine, website)

2. Regional Courses in Hand Surgery

Purpose: To promote Hand Surgery courses in developing countries with limited economical resources to finance any educational activity of this kind.

A Regional Course in Hand Surgery is an educational activity organized by a Hand Surgery Society and/or local institution with the assistance and sponsorship of IFSSH.

Owing to the limited availability of funds, the IFSSH may have to limit the number of courses sponsored per year. The funding will be determined

according to need and availability, to a maximum of twenty thousand (20,000) US Dollars per course.

Implementation: Applications from the Hand Surgery Society and/or local institution need to be proposed and signed by a Council representative of the IFSSH member society, and the member of the IFSSH Society who will act as Chairman of the Regional Course. The application should be endorsed by the Council of the Hand Surgery Society that will co-sponsor the regional course.

Such courses would usually consist of two or more days of Hand Surgery training, including instructional course lectures, discussions, practical demonstrations, and interactive case presentations, and may include cadaveric dissections and, where practical, live surgery. The course may be organized in conjunction with a congress of the sponsoring Hand Surgery Society in order to encourage attendance at both events.

The funds may be used to cover travel and accommodation expenses of surgeons from the local geographical area in need of this form of training according to the recommendations of the participating society(ies). The IFSSH may also finance travel and accommodation of internationally known Hand Surgery experts willing to participate in this type of initiative.

All participants will be asked to evaluate the content and success of the course. The Organising Chairman will provide a report, evaluating whether the purpose of the course has been achieved and detailing the nature of support to registrants/speakers. This information should be used for planning future courses. This report will be published in the ezine.