FIP FOUNDATION FOR EDUCATION AND RESEARCH

FIP Early Career Leadership Development Scholarship Application Guide

How are applications assessed and selected?

All valid applications will be reviewed by the members of the appropriate Regional Evaluation Committee (REC). Such Committees will be appointed by the Executive Committee of the Regional Pharmaceutical Forum to make suitable recommendations to the Board of the FIP Foundation. In addition to the REC members that are appointed by the Regional Pharmaceutical Forums, each REC shall have one member appointed by the Early Career Pharmaceutical Group (ECPG) to provide a youth perspective on the selection committee. If there is no Regional Pharmaceutical Forum in any of the recognised WHO regions, the FIP Foundation will appoint an *ad hoc* REC for that region, following the same rules.

All applications from each region will be evaluated and ranked according to a common set of criteria and points. The aim of this evaluation is to identify the applicants within each region with the highest merit, using a scale from 1 (poor) to 25 points (excellent).

1. **Academic and professional experience and achievement – up to 6 points**

   Elements to be considered include academic degrees, professional expertise (quality and length), research work and published articles (relevance, impact, number of publications), career and professional society leadership positions, awards and recognitions, innovation in the work or academic environment, and any other elements that indicate the merit of the applicant in his/her work, research or studies.

2. **Capacity to obtain the highest possible benefit of attending the FIP congress – up to 6 points**
   Aside from the applicant's individual merit, this parameter will particularly assess the alignment between his or her personal knowledge/skills/expertise and that year's specific congress topics and sessions, as well as his or her language skills, to ensure that he or she will be able to fully understand the sessions and interact with other participants.

3. **Potential for affecting change as described in their project –up to 7 points**
   As stated on the first page, one of the key objectives of these scholarships is to provide an opportunity for the recipient to further develop his/her leadership skills and knowledge and to contribute towards improving pharmaceutical practice, pharmaceutical sciences and/or pharmaceutical education in his/her home country. The applicant's project description should address the applicant's capacity to affect change based on their position or practice environment of the applicant, his/her capacity to make decisions that impact the change, and his/her demonstrated leadership skills, and commitment.

4. **Potential for professional engagement, including third-party recognition of the applicant's merit – 6 points**
   This parameter will provide an additional verification of the applicant's merit through the appraisal by his or her supervisor, manager, employer, dean of the school, as well as from his/her national professional organisation. The quality of the applicant's capacity for considered by the REC members.

The final decision on the granting of the Leadership Development Scholarships will be made by the Board of the FIP Foundation. The Board's decision will be final and unappealable. All applicants will be informed of the Board's decision once it has been made, but no rationale for the decision will be provided. Any attempt to lobby the Regional Evaluation Committee or the Board of Directors of the Foundation is strictly forbidden and will result in the disqualification of the applicant.

The Board's decisions will be announced at least three months prior to the Congress/conference.

What about successful applicants?

1. Successful applicants need to register for the Congress with a special code that will be provided to them.

1. Successful applicants will receive 50% of the total amount in Euros (€) before the Congress by bank transfer upon receipt of a completed reimbursement form with as many original receipts attached as possible. The remaining 50% will be transferred after the Congress upon receipt of both **post-congress and 3-month progress reports** and a reimbursement form with the remaining original receipts/invoices attached.

What is expected from scholarship winners?

1. To attend the entire FIP Congress.
2. To attend the Leadership Development Workshop (LDW) held by ECPG at the start of the FIP Congress and the Early Career Social Night hosted by ECPG during the FIP Congress.
    a) Attendees will be asked to give a five-minute presentation of their project concept as part of the LDW requirement.
    b) All successful applicants are then expected to take feedback from the LDW and refine their project plan.
    c) Upon return to their home country, applicants are expected to implement their project and provide updates to their mentor on the progress of the project.
    d) Successful applicants may also refine, implement, and submit their project for a chance of being awarded the Ton Hoek scholarship to attend FIP Congress again the following year (i.e., the winner will be able to attend 2 consecutive FIP Congresses).
3. To be present at the Opening Ceremony of the FIP Congress.
4. To attend specified meetings and programmes during the congress, as defined by the Board of the Foundation.
5. To submit to the Board of the Foundation a brief report (maximum two pages) within 30 days of the FIP Congress, including the following elements:
    a) A description of the applicant's activities carried out during the congress and an evaluation of the objectives achieved;
    b) The occasions where the FIP Foundation for Education and Research was/will be acknowledged;
    c) A description of how the applicant proposes to use the experience and knowledge gained during the Congress;
    d) An updated project plan based on feedback at the LDW;
    e) A detailed account of all relevant expenses incurred (including receipts).

6. All successful candidates will be required to check in with their mentors 3 months post-Congress to provide updates on the implementation of their project for professional engagement in their country.
7. All successful candidates also have the option to submit a 6-month progress report on their project with an application for the Ton Hoek scholarship. More details on the requirements for this award can be found under that scholarship.

The report should be submitted electronically (**foundation@fip.org**) and it may be used in the International Pharmacy Journal (IPJ), for publicity purposes, and/or to report to the Foundation's contributors, accounting for the disposition of funds. It should be written with these objectives in mind.

Note: By accepting a scholarship, the applicant automatically grants FIP and the FIP Foundation for Education and Research permission to use any materials associated with the application (including the applicant's photograph) as described above.

Other matters

- All unexpended funds must be returned to the Foundation;
- All financial transactions and reports may be subject to audit. In the event that the funds are not being properly administered, the Foundation reserves the right to ask for a refund, without prejudice;
- Funds accepted for specific purposes may be utilised solely for these purposes.