

Event Attendance Grant Request Form



General Information

Name of applicant or group requesting event attendance grant _____

Name and title of contact person (if different) _____

Address

Street Address _____

City _____

State _____

Zip Code _____

Country _____

Contact

Telephone _____

Email _____

Are you applying as a

Student

Name of University _____

Affiliate/Chapter/
Community of
Practice _____

Young Professional

Name of Employer _____

Affiliate/Chapter/
Community of
Practice _____

ISPE Event Name _____

Amount Requested \$ _____

Disbursements will be made to fund Student or Young Professional attendance at ISPE events that support the ISPE Foundation mission and objectives.

Issuance of event attendance grants is consistent with the ISPE Foundation's mission to support education, training and research for the advancement of innovative technologies and address global challenges in the development, manufacture and supply of quality pharmaceutical products for the benefit of patients around the world.

Grant Request Process

Please review our guidelines to ensure that your project is eligible.

- » All completed event attendance grant requests must be received by the Foundation no later than 120 days prior to the event to be considered. Applicants will be notified of the status of their event grant request at least 90 days prior to the event.
- » Requests will not be processed unless they are fully completed.
- » Event Attendance Grant Request Forms may be emailed to the ISPE Foundation at foundation@ispe.org or submitted on the [Foundation webpage](#).

General Information

Grant disbursement decisions are made consistent with the ISPE Foundation Disbursement Policy and are based on, but not limited to, the following criteria:

- » Alignment with established ISPE Foundation mission and objectives
- » Available funds
- » Timely receipt of a completed Event Attendance Grant Request Form

The Disbursement Committee will review each completed event attendance grant application and submit its recommendations to the ISPE Foundation Board for endorsement.

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ANSWER ALL QUESTIONS

1. What is the total cost to take part in the event you are planning to attend? What portion of your costs are you seeking to cover with the ISPE Foundation Event Attendance Grant? (Answers may include lodging, transportation, ISPE event registration, ISPE training, etc.)

2. Is any portion of the overall cost being funded by another entity? If so, please list any additional funding sources here.

3. What immediate or long-term benefit do you expect from attending this ISPE event?

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GRANT ACKNOWLEDGEMENT

Please indicate, with your initials, that you have read and understand the requirement listed below:

_____ It is important for all applicants to realize that the grants received from the ISPE Foundation are given with the understanding that such funds are to be used only for the purposes stated in their grant application.

_____ Reimbursement will only be made upon submission of receipts associated with the grant. In the event that circumstances preclude the recipient from using the grant money to carry out its intended purpose, recipients are required to notify the ISPE Foundation at foundation@ispe.org. If the ISPE Foundation decides that such alternate use is not within its mission, the recipient will be required to return the money to the ISPE Foundation.

_____ As a condition of receipt of this event attendance grant, recipients are required to submit a report detailing how the grant was utilized within sixty (60) days of the conclusion of the event. This report should summarize your attendance and the benefits you received as a result of your attendance.

_____ Applicants will be ineligible for future grants if the grant utilization report is not received within this time frame.

Applicant Signature _____

Date _____