



This procedure replaces that dated April 2017.

1.0 Background

To promote training in the field of Immunogenetics and Histocompatibility, the EFI Executive Committee has allocated a fixed number of bursaries to EFI members wishing to visit another laboratory to learn new techniques and to develop research collaborations. The duration of the stay should be between 1 and 4 weeks approximately. The bursary of up to a maximum amount of €1500 will cover travel and lodging.

2.0 Requirements to apply for an EFI Education and Training Bursary

2.1 Criteria for applicants for the EFI Education and Training Bursary

The applicant must be an EFI member. It is preferable that the director of the host lab is an EFI member. There are no age or qualification restrictions for applicants.

2.2 Criteria for hosting laboratory

The hosting laboratory must be able to provide training and support to the applicant as described within the application form.

2.3 Project specifications

The training to be undertaken must relate to either the implementation of new, or improvement of current, scientific methods in the applicant's own laboratory. The training may relate to diagnostic services or research activities, but must be within the area of Histocompatibility and Immunogenetics.

3.0 Process for application

3.1 Completion of applicant application form

The potential applicant must complete the EFI Education and Training Bursary application form, available on the EFI website, which asks for details on the applicant and the host laboratory. The application form contains a budget for the visit and must be signed by both, the applicant and the director of the host laboratory. If the form is being submitted electronically, an email from an account specific to each of the applicant and director of the host laboratory to support the application, can suffice in place of signature. In addition the applicant must submit their *curriculum vitae* and a one page summary of the proposed laboratory activities to include aims and likely outcome.

3.2 **Dates for submission of applications**

There are four deadlines in each year for receipt of applications: February 1st, May 1st, August 1st and November 1st. Applications must be submitted at least eight weeks prior to the start of the planned education and training visit (see table below). EFI members will be informed of the upcoming Application submission deadlines in the EFI Newsletter; moreover, the deadlines will also be announced by blast mail six weeks ahead of the application submission deadline according to the following table:

| Month of visit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------------------------|----------------------------|-----|-----|-----------------------------|-----|-----|------------------------|-----|-----|------------------------|-----|-----|
| Application submission deadline date | November 1 st | | | February 1 st | | | May 1 st | | | August 1 st | | |
| EFI Newsletter announcement | September issue | | | September and January issue | | | January issue | | | January issue | | |
| Announcement by blast mail | September 15 th | | | December 15 th | | | March 15 th | | | June 15 th | | |

4.0 **Review of application**

4.1 **Submission to the EFI secretary**

The completed and signed application should be submitted to the EFI Secretary via Sandra van Hensbergen at the EFI Central Office (ajvanhensbergen@lumc.nl). The EFI secretary is responsible for ensuring the application form has been completed appropriately and will forward the application to the Chair of the EFI Education Committee for review.

4.2 **EFI Education Committee**

The Chair of the EFI Education Committee will appoint two reviewers from the EFI Education Committee, who have declared no conflict of interest with the submitted bursary application. The EFI Education Committee members appointed to review the bursary application will produce a joint written report which must be returned to the EFI secretary within 4 weeks of receipt of the request by the EFI Education Committee Chair. In cases of requests for funds to support research activities that may be outside of the experience of the Education Committee members, the application may be forwarded to the Chair of the Scientific Committee who will nominate an extra reviewer from the Scientific Committee to comment on the final report.

4.3 **Approval or decline of application**

The EFI Secretary will report back to the applicant, and the host laboratory, the outcome of the review of the bursary application. If approved, the host laboratory will be given further details of how the funding will be given (see point 5 below). Should further information be required by the reviewers, this will be requested and the applicant must return the information to the EFI Secretary within 1 week of being notified of the request. If the application is declined, the applicant will be notified. Note that applications may be declined for two reasons; either insufficient scientific or educational merit, or a lack of funds within the budget for that round of applications. In the case of the former, the request can be resubmitted following any remedial work on the application, but must still comply with the dates for review given above. If an application is declined based on a lack of available funds the applicant will be encouraged to re-submit their application in the next round.

5.0 Reimbursement

The bursary will normally be awarded after the visit has taken place and **a brief report (1-2 pages) of the visit to the host laboratory has been submitted to the EFI Central Office for publication in the EFI newsletter** (to Sandra van Hensbergen at the EFI Central Office (ajvanhensbergen@lumc.nl)). The applicant needs to submit receipts for travel, accommodation and subsistence up to the award limit to the EFI treasurer together. Information on the bank account (indicate the address of the bank, the title of the account, the BIC (bank number) and IBAN (account number) should also be sent to the treasurer. A confirmation of receipt of funds must be sent to the treasurer for accountability. Only in exceptional circumstances will the bursary be awarded prior to the visit taking place. A written request must be sent to the EFI Secretary.