



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 three months prior to the planned education and training visit according to the table over:

Month of meeting	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			April issue		
Announcement by blast email	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

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 3 weeks of being notified of the request. If the application is declined, the applicant will be notified. The applicant may appeal against this decision in writing to the EFI Secretary who will refer the declined application to two members of the EFI Executive Committee for a second review.

5.0 Reimbursement

The bursary will normally be awarded after the visit has taken place and the applicant should 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.

In exceptional circumstances, the bursary will be awarded prior to the visit taking place. A written request must be sent to the EFI secretary.

6.0 After the visit

Successful candidates are obliged to send a brief report (1-2 pages) within one month after completion of their visit to the host laboratory to Sandra van Hensbergen at the EFI Central Office (ajvanhensbergen@lumc.nl) for publication in the EFI newsletter.