



**EUROPEAN FEDERATION FOR IMMUNOGENETICS (EFI)  
 PROCEDURE DOCUMENT**

EFI OFFICE/COMMITTEE OWNERS	EFI Office/Executive Committee
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REVIEWED BY	EFI Officers
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**DOCUMENT REVIEW HISTORY**

REVIEW DATE	REVIEWED BY	COMMENTS/CHANGES
23/03/23	AML	V7 updated to new template.
30/09/25	EFI Deputy Secretary	No changes



## 1.0 Background

The EFI Executive Committee will propose annually, an amount of money within the annual budget that can be used to provide bursaries to EFI members in order to allow their attendance at the annual EFI Conference and at other EFI approved Scientific and Educational meetings. The meetings that will be supported must have a theme relevant to the field of Histocompatibility and Immunogenetics. The EFI budget is approved annually by the EFI membership at the General Assembly held during the annual EFI Conference.

## 2.0 Applicants

Applicants must be EFI members for at least a minimum of one year at the time of submitting application. Exceptions to this may occur if the meeting is being held in a region “new to EFI”, in which case the membership fee (for first two years) will be deducted from the bursary.

- Each EFI member can apply for a maximum of two bursaries within a five year period.
- Preference will be given to those presenting at the meeting. • There is no age restriction.
- Successful applicants must agree to produce a meeting report for the EFI newsletter and must acknowledge the support received from EFI on any presentations delivered (poster or oral).

## 3.0 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 two months (but no greater than six months) prior to the planned meeting according to the table below:

Month of meeting	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Application submission deadline date	November 1 <sup>st</sup>		February 1 <sup>st</sup>			May 1 <sup>st</sup>			August 1 <sup>st</sup>			

A fifth deadline may be considered depending on the date of the EFI annual conference as well a sixth deadline to attend the International Summer School. This will be announced on the EFI website and by email communication.

## 4.0 Procedure for applying for bursaries to be provided for EFI members to attend the meeting

- 4.1 The applicant must complete the “EFI Personal Bursary Application Form”, available on the EFI website. This form requests information regarding the



- meeting; the applicants brief CV and information regarding the applicant's activity at the meeting (e.g. presenter).
- 4.2 The completed form, together with a letter of support from the applicant's lab director / supervisor, must be sent by email to the EFI Secretary via Sandra van Hensbergen at the EFI Central Office ([ajvanhensbergen@lumc.nl](mailto:ajvanhensbergen@lumc.nl)).
  - 4.3 The EFI Central Office will check the membership status of the applicant where appropriate.
  - 4.4 All applications received at each submission deadline will be collated and sent by email for review by the EFI Executive Committee.
  - 4.5 The applications will be reviewed and decisions sent to the EFI secretary via the EFI Central Office. This process should take place within fourteen days and a minimum of five responses including the Treasurer and Secretary should be received.
  - 4.6 Depending on funds available, short-listed candidates will be selected based on:
    - contribution to be given by the applicant to the meeting together with personal professional gain to be received by the recipient;
    - previous bursary record;
    - number of participants from same region
  - 4.7 The EFI Central Office Administrator will inform the applicants of the outcome and will give them the details of the EFI Treasurer.
  - 4.8 The recipient of the bursary must acknowledge the receipt of the bursary from EFI in any presentation delivered (poster or oral) e.g. include the following statement. "X Y is the recipient of an EFI financial bursary"
  - 4.9 The recipients of the bursary will be asked to produce an article on the meeting for the EFI newsletter.
  - 4.10 The successful applicants must send the completed 'Document for Bank Transfer' to the EFI Treasurer to coordinate transfer of funds, which will take place following the meeting after the EFI Secretary has received the report for the EFI newsletter. Exceptions to this (i.e. funds to be awarded prior to travel), will be considered for exceptional circumstances and must be applied for in writing to the EFI Secretary

## 5.0 Equality, Diversity & Inclusivity

EFI recognises that having a diverse group of people working with and for us at every level enhances our impact. So EFI particularly welcomes applications – for personal bursaries – from those from under-represented backgrounds, including those whose first language may not be English.