

Annual Grants for ISCEV sponsored lab visits¹: guidance for applicants and conditions of awards

The objectives of ISCEV are to promote and extend the knowledge of clinical electrophysiology of vision and to promote co-operation and communication among workers in the field. In support of these objectives, the ISCEV Board has set aside an annual budget of up to €5,000 (Euro) to sponsor a small number of individual visitors to ISCEV laboratories and clinical facilities. Sponsored visits should incorporate elements of education and/or sharing of expertise as well as innovation in the form of a research project which would normally result in a symposium contribution and/or publication.

Eligibility and funding rules

1. The main applicant is from the hosting laboratory or clinical facility and must be a current voting member of ISCEV². Visitors are not required to be ISCEV members.
1. Applications received by 31 March will be considered together for each annual competition and the results notified within six weeks of that deadline. Later applications will be considered within the same calendar year if there are unspent funds. Otherwise these will be deferred to the following year.
2. All applications should be sent by email to the secretary-general.
3. The ISCEV Awards Committee (the three regional vice presidents and the secretary-general) will referee and score the applications. The committee may appoint additional expert reviewers when appropriate. The other Executive Board members (President and Treasurer) will ratify the selection. When any member of the Awards Committee or Executive Board has a material interest in an application (i.e as a proposed host or as supervisor or colleague of the proposed visitor) his/her role will be assigned to another suitable member of the ISCEV Board for that year.
4. Visits should normally last from 1 to 3 months and take place within 12 months of the time the grant is awarded.
5. The grants will be awarded for expenses of up to €1000 per month (pro rata for partial months) in support of travel, accommodation and laboratory costs. The grant may not cover the full cost of the visit. Any additional costs must be met by the visitor and/or host or other local sources and will not be met by ISCEV.
6. The treasurer may release up to half of the grant funds two months prior to the proposed visit. The balance will be paid on receipt of the visit report and documents (see below).
7. If planned visits are cancelled for any reason, funds must be returned to the ISCEV treasurer.

¹ Approved by the ISCEV Board of Directors, 29 Nov 2007.

² Regular, honorary, family and Emeritus members are voting members. Junior members are not eligible as main applicants.

Evaluation Criteria

1. Benefit to the visitor and his/her home laboratory, including the suitability of the visitor's background, the benefit of exposure to expertise and techniques and potential to transfer this benefit on return to his/her home laboratory.
2. Suitability of the host laboratory including experience, facilities and the potential for the host to benefit from the collaboration with the visitor.
3. Scientific quality and innovation of the project including the potential for publication and dissemination. Results in form of an ISCEV symposium contribution and/or publication are encouraged but not required.

Application Guidelines

Applications must include:

1. A project title.
2. Contact details of the proposed host and visitor including institutional affiliation, postal address, telephone and email contact.
3. A brief letter of support from the host ISCEV member. (If the prospective host is not authorised to extend the invitation, include an additional letter from the appropriate institutional authority such as the head of the Department or finance officer.)
4. Details of the individual or institution that would receive grant funds with details of the bank account or the beneficiary to receive a cheque³.
5. A synopsis of the proposed visit including proposed dates (which can be approximate), the objectives (including learning, collaboration and research aims), description of the research project and methods, other activities such as clinical experience or participation in lectures or seminars (if applicable), a time schedule and an outline budget (expected costs for travel, accommodation and other costs). The synopsis should not exceed 600 words.
6. A brief CV of the visitor which may include a statement of background and interests but which should not exceed one page.

Final Reports

A report and supporting documents (necessary for the ISCEV tax-exempt status) are required within one month of the conclusion of the visit and must include:

1. A copy of the project title, contact details and the objectives from the original application.
2. A statement of the activities and outcomes of the visit including objectives achieved, an account of any deviations from the objectives and expected publications and/or presentations.
3. A brief budget statement with copies of expenses records and bank details for reimbursement.

³ ISCEV will pay any costs for bank transfer but any charges for depositing a cheque must be paid by the grant holder.