



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

SECRETARIAT GENERAL

PRACTICAL GUIDE

Request for a financial contribution to travel expenses for participation in scientific activities, organized or supported by the ICMM

Edition : General Assembly of the ICMM in Basel, Switzerland, May 2019

1. Goal Statement.

The ICMM wants to contribute to innovative and outstanding health care through medico-military activities that aim to strengthen and facilitate the cooperation and knowledge sharing between all medical and health services of Member States' Armed Forces. To this end, the ICMM wants to provide a financial contribution to the travel expenses of young members of the Military Health Services from active Member States of the ICMM, allowing them to participate in the scientific activities, organized or supported by the ICMM.

2. Procedure

The ICMM funds account, with a total yearly budget of 10.000,00 EUR, is the ICMM instrument specifically allocated to providing financial assistance to the travel expenses of young members of the Military Health Services from active Member States of the ICMM, allowing them to participate to the scientific activities, organized or supported by the ICMM.

ICMM funding is as far as possible in proportion to the anticipated travel costs and is dependent on the budget. So, a selected candidate may receive substantially less than the requested amount.

A maximum of 500,00 Euro per selected candidate is provided for reimbursement of travel expenses for an ICMM regional event.

A maximum of 1.000,00 Euro per selected candidate is provided for reimbursement of travel expenses for an ICMM world event.

After submitting the Request for financial compensation for travel expenses, the ICMM Scientific Council will study the application and issue their advice. Based on this recommendation the Secretary General decides.

All applicants will be informed about the decision.

3. Eligibility

National Delegates of active Member States can apply for a financial contribution to the travel expenses for young members of their Military Health Services if the following conditions are met:

- The country to which the applicant belongs is an active Member State ⁽¹⁾ ;
- The candidate is a 'young' member, meaning military or civilian of the national Armed Forces, not older than 40 years of age.
- The candidate must agree to give an oral presentation or to present a poster presentation on a topic of military medicine at the Regional or World ICMM event where he wants to be present.

Therefore, he/she has to send to the Secretary General of the ICMM the abstract of the presentation of which a full article can be published in the ICMM Review

4. A tailored Funding Request

It is important to plan sufficiently in advance to ensure funding is available when it is needed. When planning, ICMM should get adequate time for approval processes and the provision of funds. The overall process from submission of a funding request to grant signing may take on average 1 (ONE) month (or longer in some cases depending on the length of grant-making).

¹ See Article 6.4. of the Statutes of the International Committee of Military Medicine:

“Active membership requires payment of a regular financial contribution after admission or certification of permitted non-payment”.

Every Request for a financial contribution to the travel expenses includes two main sections:

National Delegate and Country data

4.1.1. Country name

4.1.2. National Delegate data

4.1.3. Requested Funds and Bank details (for deposit)

4.1.4. Proposal of flight route (outward - and return flight)

4.2. Candidate Data

4.2.1. Identification of and information about the Candidate

Information about the candidate (with short curriculum vitae).

4.2.2. Information about the Presentation

Each candidate shall provide a summary of his presentation (abstract).

If the candidate is selected for granted financial assistance, he/she will be asked to provide an article in accordance with "Recommendations to Authors", for possible publication in the International Review of the Armed Forces Medical Services, after evaluation and decision of the Scientific Committee.

The Request for a financial contribution to the travel expenses is electronically forwarded to finances@cimm-icmm.org.

5. Assessment

Two (02) months before the start of the event, the submission of requests is closed. The ICMM relies on the review of all funding requests by the Scientific Council. They review each request on its own merits and create a ranking of the submitted requests.

6. Final approval

The Secretary General (SG) approves grants for financial compensation, on the advice of the Scientific Council. The SG makes a final determination of the amount of financial compensation.

7. How to receive the financial contribution to the travel expenses?

All applicants will be informed about the decision. If approved and selected by the ICMM, the final amount is communicated to the National Delegate and to the candidate by the Director of Finances. The allocated amount is transferred solely by submission of a cost statement that unambiguously reflects the travel expenses of the selected candidate. This is done through the bank details that are mentioned on the Request for a financial contribution to the travel expenses.

**Request for a financial contribution
 to travel expenses
 for participation in scientific activities,
 organized or supported by the ICMM**

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|---------------------------------------|--|--|--|--|
| Date of request: (dd mm yy) | | | | |
|---------------------------------------|--|--|--|--|

| | | | | | | | | |
|-----------------------------------|------|--|--|--|--|----|--|--|
| Requested Activity / Event | | | | | | | | |
| Name | | | | | | | | |
| Period | From | | | | | to | | |

| | |
|-----------------------------------|--|
| Country of the Applicant : | |
|-----------------------------------|--|

| | |
|-------------------------------------|--|
| Applicant: National Delegate | |
| Name | |
| Rank | |
| Function | |
| E-mail | |
| | |

| | |
|---------------------|--|
| Bank Details | |
| Name of the Bank | |
| Name of the Account | |
| IBAN/SWIFT code | |

| | |
|------------------------------|--|
| Requested Funds (EUR) | |
|------------------------------|--|

| | |
|------------------------------|-------------------------------------|
| Flight Route Proposal | |
| Date | Outward flight : Return flight : |
| Flight Plan | Outward flight : Return flight : |
| | |

| | |
|------------------|--|
| Candidate | |
| Name | |
| Rank | |
| Date of Birth | |
| Function | |
| E-mail | |
| Curriculum vitae | |

| | |
|---|--|
| Title of Presentation: | |
| Type of Presentation (delete the unnecessary) | <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Presentation |
| Abstract: | |

| | |
|--------------------------|--|
| Signatures | |
| Candidate | |
| National Delegate | |