



# INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

## SECRETARIAT GENERAL

### PRACTICAL GUIDE

#### **Request for financial contribution to travel expenses for participation to 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 to 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 an 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<sup>(1)</sup>;
- *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).

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

#### **4.1. 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)**

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<sup>1</sup> 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".*

#### 4.1.4. Proposal of flight route (outward - and returnflight)

### 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 financial contribution to the travel expenses is electronically forwarded to [finance@cimm-icmm.org](mailto:finance@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 financial contribution to the travel expenses.



**CIMM**  
COMITÉ INTERNATIONAL DE MÉDECINE MILITAIRE

**ICMM**  
INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

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

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Date of Request: (dd mm yy)			
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<b>Requested Activity/Event</b>							
Name							
Period	From				to		

<b>Country of the Appliant</b>	
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<b>Appliant: National Delegate</b>	
Name	
Rank	
Function	
e-mail	

<b>Bank Details</b>	
Name of the Bank	
Name of the Account	
IBAN/SWIFT code	

<b>Requested Funds (EUR)</b>	
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<b>Flight Route Proposal</b>	
Date	Outward flight : Return flight:
Flight Plan	Outward flight: Return flight:

<b>Candidate</b>	
Name	
Rank	
Date of Birth	
Function	
e-mail	
curriculum vitae	

<b>Title of Presentation:</b>	
<b>Type of presentation</b> (delete the unnecessary)	Oral Presentation Poster Presentation
Abstract:	

<b>Signatures</b>	
<b>Candidate</b>	
<b>National Delegate</b>	