

## IBS Award Fund Committee

### Guidelines for Travel Awards in Non-IBC Years

*Revised November 2, 2018*

This document outlines the procedure to be used to fund travel for IBS members from developing countries (<http://www.biometricsociety.org/regions/>) who seek to participate in IBS-sponsored regional or network conferences. The funding for attendance to regional conferences is only awarded during non-IBC years.

### Guidelines for Travel Support

#### Award Amount:

Up to \$2,000.00 USD for travel, lodging and registration expenses to attend IBS-sponsored regional or network conferences in non-IBC years. Funds will be granted during odd numbered years.

#### Eligibility:

- Applicant must be an IBS member at the time of application and for at least 12 months prior to the date of application.
- Applicant must be residing in a Developing Country at the time of the application. Developing Countries are defined by the World Bank as countries classified as low or middle income countries. A list is on the IBS website (see: <https://www.biometricsociety.org/wp-content/uploads/2018/10/Low-Middle-Income-Classifications-World-Bank-FY2019.pdf> ).
- Previous Travel Fund award winners may apply if the award was not made in the previous four years. However, preference will be given to those who have not received a travel award in the past.
- The conference to be attended must be held in a non-IBC year and must be sponsored by an IBS Region or IBS Network.
- Travel can be used to attend within or between-region or network conferences.
- An applicant does not need to provide an abstract to demonstrate active participation in the conference. However, an applicant who later receives proof of paper acceptance, either oral or poster presentation, will be given a preference.

#### A Word about IBS and Region Financial Support

- Much of the funding provided through this program will come directly from the International Biometric Society.
- However, some Regions or Networks may decide to become involved in the funding of Developing Country members to attend their IBS regional meetings. Where possible, host Regions may elect to fund/waive registration for IBS DC travel awardees attending their meetings. It is also suggested that, where possible, host Regions could fund local

expenses for IBS Developing Country travel awardees attending their meetings, allowing the central IBS to focus on funding for the travel-only component of expenses.

- As a part of this process, applicants are to reach out to Regions and Networks regarding any level of support they may be able to provide. In their written response, Regions are encouraged to specify to applicants how many awards they might help to fund, what can be funded, and any other criteria for applicants. This communication not only allows the IBS and Regions to make the most of available funding. It also encourages individuals to establish ongoing connections with local Regions.
- When responding to the applicants, host Region meeting organizers should state 1) their awareness of the application, 2) whether they would waive registration for the applicant (if a travel award were to be offered), and 3) any additional support they could/would provide were an IBS travel award made to the applicant. This information may be included in an email to the applicant, which may then be forwarded by the applicant to the International Biometric Office (IBO) at [ibs@biometricsociety.org](mailto:ibs@biometricsociety.org).

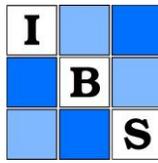
### **The Application Process**

- The Awards Fund Committee will be responsible for managing the review process, with assistance from IBS International Business Office.
- Confidentiality of the reviews is assured.
- The application form (available on the IBS website) is submitted electronically and must contain the necessary information to address the criteria given below to allow for ranking of the candidates. **Prior to applying, applicants are to contact and receive a response from the conference that they wish to attend. A copy of the response is to be sent to the International Biometric Office. Otherwise, the application will not be processed. Please see “A Word about IBS Region Financial Support”, above.**
- There will be two application deadlines: December 31 and June 30.
- Applications must be received 90 days in advance of the conference the applicant wishes to attend.
- Applicants may submit only one application per funding cycle (December or June).
- The outcome of the committee’s review will be sent to applicants four to six weeks after each application deadline.
- Applications received will only be considered active for the current cycle. Rejected applications must be re-submitted during the next application period in order to be considered for funding.
- Successful recipients must provide a meeting report and photograph, which may be published in the IBS *Biometric Bulletin*.

Note that approximately half of the available funds will be allocated during each six month period. The actual amount dispersed to each candidate will depend upon the number of applications received, quality of candidates and the number of anticipated conferences during the two time periods.

### **Conditions and Criteria**

When rank-ordering applications, consideration will be given to:



- **Merit**
  - Past record of research accomplishments and promise of future accomplishments.
  - Participation in IBS activities at group, regional and international level.
- **Need**
  - Travel to under-represented countries and regions will be given priority.
- **Students and Professionals**
  - The committee will earmark some awards for students or younger (less than 32 years old) members.
- **Other Funding**
  - Resources from other sources with matching funds (leverage) is a positive factor.

### **Scoring rules**

The following will be taken into consideration when reviewing applications for funding.

- Applicants giving oral or poster presentations will be given priority.
- Academic activities will be considered.
- Service to IBS (years and positions) will be taken into account.
- Priority will be given to applicants who have not received funding in the past.