



INTERNATIONAL SOCIETY OF PHYSICAL AND REHABILITATION MEDICINE

ISPRM Committee funding – General Principles and Procedures

1. Background

The mission of the International Society of Physical & Rehabilitation Medicine (ISPRM) is to optimize functioning and health-related quality of life and minimize disability in persons with disabilities and medical problems throughout the world.

ISPRM strives to achieve its mission by:

- enabling physicians researchers active in physical and rehabilitation medicine to develop and apply optimal care
- strengthening the development and capacity of national organisations of Physical and Rehabilitation Medicine
- partnering with international organisations to develop and implement effective disability and policies
- promoting collaboration among governments, non-governmental organisations, organisations of persons with disabilities, business and others

An important way for ISPRM to achieve these aims is by supporting and enabling meritorious committee projects through financial support. Monies provided by ISPRM to its committee are envisioned to support committee work in reaching their aim defined in their committee operational guidelines.

2. Grant value

Grants are awarded once per year are expected to cover a one year project period and may be renewable upon satisfactory review of progress and financial management reporting. Financial support by ISPRM is not expected to serve as a component of a multi-source funding plan. They may, however, be used to cover the expenses of a discrete, but stand-alone portion of a larger project.

3. Assessment Criteria

Letters of intent and applications are screened by the ISPRM Office in the first instance to ensure they are fully completed. Any applications which are not fully completed will be returned to sender for completion before being formally reviewed.

Once a full application has been received, it will be forwarded to the Audit & Finance committee for review. They will then make a recommendation to the President's Cabinet for final decision about which applications should be supported.

Criteria used to select projects:

- Complete application file as per the requirements listed under point 6. Application Process
- Past funds application/grants attributed from/to the committee

As a not-for-profit organization, ensuring a valuable return (whether in research or in practice) is a priority for ISPRM. Applications for financial support will be assessed on their potential impact and sustainability. Applicants must demonstrate how their project is in line with ISPRM's aims.

4. Monitoring

Recipients of ISPRM financial support will be required to provide quarterly reports on the progress of the project, including financial reports.

5. Evaluation and Reporting

Once the project has been completed a final monitoring report, including financial report, should be sent to the President's Cabinet for review. This report should demonstrate how the project has met its aims and objectives. If the President's Cabinet is satisfied with this information, the project will be considered complete.

Once a project is complete, the recipients are obliged to produce a report to be posted on the ISPRM website, published in the newsletter and, if applicable, published in ISPRM Official Journal or other appropriate publication.

6. Application process

Application steps:

- The request for ISPRM financial support can be asked anytime through the year.
- A standardised application form must be appropriately completed.
- A full application is submitted on request.
- Applicants must be an ISPRM Committee Chair.

Step 1: Submit a letter of intent

This letter should include:

- The name of the Committee
- The names of the project personnel with their role within the project.
- The name of the primary contact person with contact details.
- A description of the project including hypothesis, aims, methodology, timelines and outcomes (maximum 500 words)
- Budget outline

Step 2: Response

The letters of intent will be reviewed by the Audit & Finance Committee. A letter inviting a full application, or closing the application process, will be sent to the applicant.

Step 3: Full application

An application form should be completed and sent to the ISPRM Office. This application form will include the following information:

- The name of the Committee stating the project leaders and members
- The title of the project.
- A description of the project including a statement of how the project addresses an unmet need in Physical and Rehabilitation Medicine.
- The direct relevance of the project to ISPRM's and/or Committee mission
- The timeline of the project with full dates, duration and key milestones.



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- A detailed budget and financial plan for the duration of the project.
- Supplementary materials.

In addition, the following information should be included:

- What is the return on investment in terms of time and funds?
- What is the long-term sustainability of the project? Will the project require funding after the initial ISPRM grant, if so, how will these funds be raised?
- Potential for publicity and fundraising.
- How, and by whom, will the project be evaluated?

The ISPRM President's Cabinet would expect the project to:

- Be entirely the work of the parties named on the research and ISPRM financial support application.
- Credit ISPRM as providing a financial support towards the project in any research submitted
- Allow ISPRM to reproduce final reports and/or progress reports in the newsletter or on the website

The Committee Chair applying for financial support should commit that the project will be carried out in the way described. Any deviations must be reported to the President's Cabinet. Committee funding not spent will be reclaimed if the project is not completed.



ISPRM Committee funding – Application form

Name of ISPRM Committee: [Click here to enter text.](#)

Name, surname and email address of Project leader and members:

- **Project leader:** [Click here to enter text.](#)
- **Project members:** [Click here to enter text.](#)

Title of the project requesting funding: [Click here to enter text.](#)

Project description (including a statement of, direct relevance of the project to ISPRM's and/or Committee mission): [Click here to enter text.](#)

How the project addresses an unmet need in Physical and Rehabilitation Medicine? [Click here to enter text.](#)

What is the direct relevance of the project to ISPRM's and/or Committee mission? [Click here to enter text.](#)

What is the return on investment in terms of time and funds? [Click here to enter text.](#)

What is the long-term sustainability of the project? [Click here to enter text.](#)

Will the project require funding after the initial ISPRM funding, if so, how will these funds be raised (Potential for publicity and fundraising)? [Click here to enter text.](#)

Please provide a detailed budget and financial plan for the duration of the project

The ISPRM President's Cabinet would expect the project to:

- Be entirely the work of the parties named on the research and ISPRM financial support application.
- Credit ISPRM as providing a financial support towards the project in any research submitted
- Allow ISPRM to reproduce final reports and/or progress reports in the newsletter or on the website

The Committee Chair applying for financial support should commit that the project will be carried out in the way described. Any deviations must be reported to the President's Cabinet. Committee funding not spent will be reclaimed if the project is not completed.

Signature of the Project leader

Signature of Committee Chair (if not Project leader)

Date:

Date: