

**Project work application for funding from the
International Relations Committee (IRC)**

The IRC considers applications from anaesthetists who are seeking funding for projects usually, but not exclusively, in the developing world. Applicants must demonstrate why local funding for the project cannot be provided, and should also indicate whether they have applied for alternative funding. If alternative funding becomes available for a project already supported by the Association of Anaesthetists, the Association should be notified immediately, as this may affect the sum to be disbursed.

This application is suitable for projects involving an individual or team over a period of weeks or month either as part of an existing scheme delivered by another organisation or seeking to establish a new programme. Applications will be considered from other charitable organisations or NGOs: evidence will be required of other funding to be raised. If additional funding is required for a project already in receipt of an IRC grant, a new application should be completed.

Applications must be submitted in the name of the project leader, and include the names of all those involved in the project requiring funding. All individuals included in the application should indicate their own involvement, which must be integral to the proposed project. If a visit lasts more than six months, reports will be submitted to IRC at intervals of not more than six months in addition to the final report.

This application form should not be used if you project is related to the SAFE project. Please use the SAFE application form - [link](http://www.aagbi.org/sites/default/files/SAFE_Project_form_FINAL.docx)

**Guidelines for applicants**

Applicants must demonstrate why local funding for the project cannot be provided, and should also indicate whether they have applied for alternative funding. If alternative funding becomes available for a project already supported by the AAGBI Foundation, you should notified immediately, as this may affect the sum to be disbursed.

Requests for equipment must be supported by evidence that the environment and training of local staff is adequate to support appropriate use.

Applications **will not** be considered retrospectively, so applications **must be made in advance** of travel so that a decision can be taken at the next available committee meeting. **Only in exceptional circumstances,** and at the discretion of the committee, late applications made up to 10 days before departure may be considered between meetings.

* All applicants must be anaesthetists
* All applications must be received electronically by the Association prior to the deadline stated on the Association website.
* Typing your name at the end of the application form is classified as a signature and is treated as legally binding; hard copies of application forms are not required.
* Applications will not be considered retrospectively, please ensure you apply for funding before the start of your visit/project.
* Those holding trainee appointments should have a consultant (or equivalent) as referee, and may require RCoA approval for out of programme experience. It is the responsibility of the applicant to organise this.
* Applications from charitable organisations or NGOs must be submitted in the name of the organisation not the individual. Evidence is required of other funding applied for and to be raised
* Applications for project funding should demonstrate sustainability and explain how the benefits of the project work will be maintained in the future
* Group applications for individual travel grants will not be accepted, each individual seeking funding must submit a separate application. NB; Project Grants must be submitted in the name of the Project Leader or institution. Names and roles of all project members must be included in the application.
* Applicants must ensure they have completed the form in full and attached all of the requested documentation outlined in the checklist noted on the final page of each application form.
* Applicants who are successful are required to write a 500 word report about the grant funded trip which may be uploaded to the Association website.
* UK faculty are expected to contribute to their own travel costs (50%), in line with the principles applied to IRC grants
* Charitable financial contributions to other charities or organisations are excluded from funding applications
* Applicants may only apply for one grant per project.

**Section 1: Applicant Details**

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| --- | --- | --- |
| **Name of project leader:** | **Are you a member of the Association:** | **Association Membership number *(if applicable)*:** |
| **GMC Registration number *(if applicable)*:** | **Contact phone number:** |
| **Address for correspondence:** | **Email address:** |
| **Project team members and their role in the project (please only include those who will be funded through this application):** |
| **Copies of each individuals CV must be attached to the application.** |
| ***Trainees only*** |
| **Current grade and years of anaesthetic experience:** |
| **Consultant referee:** |

**Section 2: Project details**

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| --- |
| **Title of project:**  |
| **Location:** |
| **Local co-ordinator(s) overseas:** |
| **Proposed starting date and duration of project:**

|  |  |
| --- | --- |
| **Start date:** | **Finish date:** |
| **Duration of project:**  |

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| **Project outline:** |
| **How does the project support delivery of safe anaesthesia to patients?** |
| **How does the project support the development of anaesthesia locally or anaesthesia as a speciality in the country?** |
| **How is the project driven by the health needs of the country? How does the project align with national, district or local health plans?** |
| **Details of local coordination and collaboration:** |
| **Details of any quality assurance and assessment of outcomes:** |
| **Will the project be sustainable or lead to long-term benefits?** |
| **Number of overseas individuals likely to benefit:** |
| **How will the project encourage development of the applicants?** |

**Section 3: Funding**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Detailed breakdown of costs. State other potential or actual sources of funding:**

|  |  |
| --- | --- |
| **Item (e.g. flights/accommodation)** | **Cost per item *(GBP)*** |
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| **Total amount requested:** |  |

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| **State other sources of funding – include both agreed funding and funding applied for:** |
| **Please list any IRC funds awarded to you (or collaborators on this project) within the last five years (amount, year and project):** |

**Checklist**

Are all sections of the application form been filled out? [ ]

Have you included a consultant reference if you are a trainee? [ ]

Have you included a summary of your CV (1 page maximum)? [ ]

Have you included an invitation/acknowledgement letter by the local anaesthetist, local hospital, local department of health or recognised international organisation? [ ]

Have you included any necessary evidence to show that the project is coordinated and collaborate eg. communication with other organisations or individuals in the area with similar aims (if applicable) [ ]

**Consent**

By typing my name below by way of signature, I agree to:

1. Submit a report to IRC following the project. If the project lasts more than six months, reports will be submitted to IRC at intervals of not more than six months in addition to the final report.
2. To possible publication of my report on the IRC Association website, and other possible publications.
3. To the conditions outlined in the instructions above. To the best of my knowledge, the information contained herein is accurate. I understand that reports of previous projects have participated in may be used by the IRC as part of the decision process.

**Signature:
Date:**

*Please email this application to:* *secretariat@anaesthetists.org*