

## **SOP for sponsorships to support Critical Care Congress or Scientific Meeting attendance**

This SOP excludes the following applications which fall under the domain of the Training or the Education and Research Committees:

### **1 RESEARCH:**

Competitive research funding is available to support critical care-related research. Funding may be used for expenses such as equipment, running costs, laboratory expenses, staffing, materials and publication costs. Congress-related expenses will not be supported by this grant.

### **2 EDUCATION:**

Education is defined as all matters of education, outreach and continued education that concern the Society, its members and the field of Critical Care.

### **3 TRAINING:**

Training is defined as activities and teaching aimed at improving critical-care related skills, for any discipline.

## **This SOP covers the following categories**

1. **Attendance of local and international congresses** - application for support of congress registration fee; travel and or accommodation.
  - a. The applicant must be presenting scientific research or be an invited speaker to a meeting. All funding/support from the congress organizing committee or other external sources (Trade, other organisations, University) need to be declared in the application so that the local Branch Committee may take this into consideration.
  - b. These applications should be directed to the member's branch and will fall within the branch bylaws. This support is capped at R10 000\* for national meetings and R15000\* for international meetings.

[\*A Branch may at its discretion choose to cap the cover at lower figures for a given year (see point 3 below).]

2. **CCSSA Council Application:** this relates to **attendance by invitation to a scientific meeting to specifically represent the CCSSA at an international**

**congress** for congress registration fee; travel, subsistence and/or accommodation. These invitations are either directly sent to the CCSSA secretariat or specifically state in the invitation that that invitee is representing the CCSSA

- a. These applications should be directed to the CCSSA Secretariat and will fall within the CCSSA sponsorship SOP

### **Sponsorship SOP**

1. All applicants must be current members of the CCSSA in good standing.
2. A member may only be sponsored once in a two-year cycle. The cycle begins on the day of completion of the event for which sponsorship was received.
3. The budget for Branch sponsorships should be reviewed and budgeted for annually. A maximum amount offered by each Branches to an individual will be reviewed and confirmed annually at the pre-AGM Council meeting of the year.
4. Applications for sponsorship for congress attendance will be considered if the applicant is invited faculty at the congress or is presenting original research at the congress (oral or poster presentation).
5. An application for sponsorship must be submitted at least **8 weeks** prior to the event (national meetings) and **12 weeks** prior to the event (international meetings) for which the funding is being requested.
  - a. Branch Secretariat/Chair- for local/international meeting sponsorship
  - b. CCSSA Secretariat- For CCSSA representation sponsorship
6. The Application must include the following
  - a. Meeting information (including Date, Venue )
  - b. Invitation letter
  - c. Purpose of attendance
  - d. Support that is being sought (registration, travel or accommodation). A detailed budget be provided.
  - e. A minimum of 2 (economy fare basis) quotes for flight support requests.
  - f. Declaration of any external support ( organising committee, trade, other organisation)

- g. A motivation from the applicant highlighting how the funding will benefit critical care.

After a successful application, the applicant will be required to provide proof of attendance at the event and provide a brief summary of the event within 30 days of the start of the event. This report is copied to the CCSSA secretariat as well. Failure to do so will render the member ineligible for future support.

7. Application Review committee (Branch)

- a. The budget for Branch sponsorships should be reviewed and budgeted for annually. The maximum amount offered by each Branches to an individual to be reviewed and confirmed annually at the first Branch meeting of the year ( within the range determined by Council)
- b. Accommodation cost will be reviewed by the committee to ensure that the cost is deemed reasonable by the committee.
- c. All awards be conveyed to CCSSA secretariat ( for newsletter)
- d. All post meeting reports be conveyed to CCSSA secretariat

8. The CCSSA Council application will be considered by the EXCO. Unanimous agreement will be construed as approval to support. If consensus cannot be achieved (items to support or the value of the support) the application will be sent to all Council members. All Council members will then be required to vote on the non-consensus issues by sending a reply via email within one week. At the end of the week the majority vote(s) will be taken as the final decision. In the event of a tie, the CCSSA President (or President-Elect if the applicant is the President) will have the deciding vote.

Additionally

- a. Council members applying for sponsorship will be recused from the application process.
- b. International travel support approval will be on an Economy Fare basis
- c. Subsistence may be applied for and would be considered by the committee. The value would include taking into consideration the location of the meeting. A fixed amount per day may be offered at the discretion of the committee or alternatively the receipts may be reviewed upon return.