



British Society of Paediatric Gastroenterology Hepatology and Nutrition

Guidance/Arrangements for Supporting and Endorsing National Educational Meetings

Improving Care for Children with Gastrointestinal, Liver and Nutritional Disorders

BSPGHAN will be accepting applications for endorsement and funding support from fully paid BSPGHAN members organising national meetings. Endorsed meetings and resources are those that the Society will badge officially as being relevant and important for BSPGHAN members.

Where BSPGHAN agrees to endorse a course or meeting, the Society will include the course or meeting on the BSPGHAN website events calendar and include the course or meeting in the BSPGHAN e-Newsletter.

A course or meeting will not be considered for endorsement if it is scheduled to be held within 4 weeks either side of the BSPGHAN Annual Meeting.

1. Objective

The Special National Meeting Grants Fund Project aims to support the strategy led by BSPGHAN, the interests of the wider membership of the society and in particular the patients under our care.

The primary aim of this grant is to support educational courses/meetings organized by current BSPGHAN members. The course/meeting should be relevant to all BSPGHAN members, wherever they are based in the UK and meet the aims as set out in the BSPGHAN Constitution

The advancement of research, clinical excellence and training in paediatric gastroenterology, hepatology and nutrition.

This might include:

- Single topic meeting of special interest
- Multi-disciplinary meeting
- Joint Gastroenterology, Hepatology and Nutrition meeting

2. Funds available

A total of £5,000 (five thousand) pounds will be made available for 2021. (Max of £2,000 per meeting).

For a repeat course or meeting, feedback from the previous course must demonstrate at least 80% positive feedback responses.

Endorsement and funding can be applied for annually.

The Special National Meeting Grants Fund is to be used only in the event of a shortfall where sponsorship does not cover all expenditure. Funding is only paid on submission of financial breakdown demonstrating a shortfall in income versus expenditure. Funds will only be paid to a designated Trust Account. In exceptional circumstances, funds will be paid directly to suppliers.



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The Special National Meeting Grants Fund may be used to cover the following:

- Venue hire: applicants are encouraged to use Trust facilities where possible.
- Lunch
- Invited Non-member Speaker travel costs: Reimbursement to be made in accordance with BSPGHAN Expenses Claims Guidelines.
- Printing
- CPD approval costs – evidence of CPD approval must be provided where appropriate

Excluded:

- Parking fee for delegates
- Administrative support from BSPGHAN
- Funding for social events
- Free registration for non BSPGHAN members attending the meeting

In return for BSPGHAN funding support, the organisers must agree to:

- Acknowledge BSPGHAN support
- Use the BSPGHAN logo in all promotional materials
- Not have any restrictions or qualifying requirements imposed by any commercial sponsor
- Show the declaration of sponsorship slide at the beginning of every presentation when there is a commercial sponsor
- Provide a copy of the programme to the Chair of the Education BSPGHAN Working group at education@bspghan.org.uk so they can review and formally approve.
- Offer discounted registration fee to fully paid-up BSPGHAN members only. Status may be checked with membership secretary
- Submit a financial statement to BSPGHAN documenting income and expenditure. Original VAT receipts will be required.
- Share feedback within 6 weeks after the meeting with BSPGHAN Education Working Group on whether meeting has met the aims and objectives as set out in the constitution. NB. This must include a question about whether the meeting was biased in favour of the sponsor. If the meeting evaluation indicates that the meeting content was biased, a 'no-endorsement' sanction will be imposed on the meeting for a period of 1 year.
- Have CPD approval from one of the Medical Royal Colleges unless primarily aimed at trainees or Allied Health Professionals

3. Applicant eligibility:

- The lead applicant must be UK-based and a fully paid up current member of BSPGHAN for at least 6 months (full or associate member). This will be confirmed by the BSPGHAN membership secretary.
- The lead applicant must have means of receiving and administering funds offered by sponsors.
- Have no financial interest in the meeting

4. Criteria for application

- a. Aims and objectives of the meeting should be clearly set out
- b. Meeting venue must be UK based
- c. Meeting/course programme should be endorsed by BSPGHAN
- d. All applications must be made in English.



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- e. Application must be accompanied by a supporting letter from BSPGHAN Working Group Chair or a BSPGHAN Council member confirming that the meeting meets the criteria set out in the constitution
- f. Applicant should provide evidence of other sources of funding support
- g. One signed hard copy of the application form must be submitted with copies of relevant approvals.
- h. Application deadline: No later than 3 months before meeting date
- i. Fully completed and signed copy of the application form along with all the supporting evidence should be scanned and emailed to BSPGHAN administrator at Carla@bspghan.org.uk. Alternatively, it can be posted to the following address

Mrs. Carla Lloyd
5 Woodthorpe Drive, Stourbridge, DY9 7JX

6. Acknowledgement of applications

Applicant will receive confirmation via email once an application is received. Unless the charity requires further information, no correspondence will be entered into until the results are notified. Applicants are especially requested not to initiate contact with the administrator during the review process.

7. Awards Panel

Decision on funding will be agreed by a minimum of 3 council members including:

- Education Chair
- Relevant special interest group chair
- Treasurer

8. Unsuccessful applications

The decision to endorse a course or meeting is final and can't be challenged. Awards panel will feedback the comments to the unsuccessful applicant. The applicant can apply for funding again once all the comments in the feedback have been addressed (subject to available funding).

Author: Dr Loveday Jago, Chair BSPGHAN Education Group
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