

Programme Support Application

ECTRIMS has limited funding available annually to support scientific and clinical programmes organised by others that are consistent with the ECTRIMS mission of supporting information exchange related to multiple sclerosis (visit the ECTRIMS website for more information about the mission at www.ectrims.eu).

To apply for funds, this form should be submitted to the ECTRIMS Secretariat for evaluation well before the anticipated programme.

Please keep in mind that in general:

- funds are available only annually (i.e., not for multi-year funding for recurrent programmes),
- programmes that receive support from multiple sponsors (rather than relying solely upon ECTRIMS) are preferred,
- requests for support should be modest, given the limited nature of the funds available, and
- funds may be used for any programme-related purpose, but details must be provided.

ECTRIMS will review the application for funds upon receipt and make a timely decision. Our ability and willingness to support a programme organised by others will depend upon availability of funds, relevance and scope of the proposed programme, involvement of other sponsors, and, when relevant, history of past programmes. Support for a programme in any given year will not guarantee support in subsequent years. Finally, ECTRIMS reserves the right to provide support at a different level than that requested by the programme sponsor.

Please provide the information requested in this form and submit it by email, along with any relevant programme materials, to the ECTRIMS Secretariat at secretariat@ectrims.eu.

Organisation Information

1. Name of the programme/meeting/event:

2. Proposed date (dd/mm/yy – dd/mm/yy):

3. Location (city, country):

4. Name of the organisation:

Address 1:

Address 2:

City and postal code:

Country:

Organisation website, if any:

Name of the primary contact person at the organisation:

Telephone number for contact person (including country code):

Email for contact person:

Programme Information

5. Either attach the detailed programme agenda to this application or provide a URL where the detailed programme agenda can be found online (topics, invited speakers, etc.):

Programme agenda attached here

Programme agenda can be found at the following website:

6. Purpose of the programme:

7. Intended audience (including anticipated number of participants, participant profile, etc.):

8. Is this programme run annually or is this a one-time event (check one)?

Annual event

One-time event

If the programme is run annually, where and when was the most recent past programme?

City, Country:

Date of last programme (dd/mm/yy):

Projected Budget

9. Total Budget (€):

10. For what purposes will the budget be used? (examples: housing, travel, food/beverage, speaker honoraria, administration costs, other, ...)

Please list all categories:

11. What other sources of support are available for this programme:

Funds already received for the programme (amount in €; source):

Funds applied, but not yet received (amount in €; source):

12. What amount of funds are being requested from ECTRIMS (€):

13. For which budget categories will ECTRIMS funds be used?

14. Date by which ECTRIMS funds need to be received (dd/mm/yy):

Bank Transfer Information (for transmitting funds, if awarded)

Name on the account:

Full address associated with the account:

Account Number:

IBAN n°:

SWIFT/BIC n°:

Application Contact Information

Name of person completing this application:

Telephone:

Email address:

Date of submission of application (dd/mm/yy):

Please provide all requested information and email this form, including any relevant programme materials, to the ECTRIMS Secretariat at secretariat@ectrims.eu.