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## **IARS INTERNATIONAL OUTREACH TRAVEL GRANT AWARD APPLICATION GUIDELINES & INSTRUCTIONS**

Travel grant awards are now available ranging from **\$1,000** and **up to \$5,000** for abstract presenters to attend the 2025 Annual Meeting, presented by IARS and SOCCA, March 20-23, in Honolulu, Hawaii. The IARS International Outreach Travel Grant supports scientists globally and will grow the richness and diversity of background, location and expertise at the IARS Annual Meeting. These IARS travel grants are designed specifically for individuals located in low-income, lower-middle-income, and upper-middle-income countries who are involved in research related to anesthesia. The IARS travel grants aim to make it possible for individuals, who would not otherwise be able to participate in the meeting, to access the wider global anesthesiology community through meaningful engagement at our leading-edge annual meeting.

### **DEADLINES:**

**September 2024:** Travel Grant submission site opens.

**November 3, 2024:** Travel Grant submissions due, 11:59 pm EST.

**December 2024:** Travel Grant applicants received submission status notification.

*Interested applicants may apply by submitting an online application (instructions included).*

### **Applicant Eligibility Criteria**

- Principal applicant must be a current IARS member.
- Principal applicant must be located in a low-income, lower-middle-income or upper-middle-income country.
- Applicants must have submitted an abstract to the 2025 Annual Meeting, presented by IARS and SOCCA, by **November 3, 2024**.
- Applicants must be an early-career or mid-career investigator.
- Applicants must be pursuing a career that involves research.
- Applicants must be conducting research related to anesthesiology or perioperative medicine
- Applicants must be connected directly or collaboratively to an anesthesia department.

### **Abstract Project Guidelines**

- The abstract submitted to the 2025 Annual Meeting must be related to anesthesiology or perioperative medicine.
- The conducted research should be connected directly or collaboratively to an anesthesia department.

### **Application Process**

- The official online application on ProposalCentral must be used.
- All information requested in the application and attachments must be supplied. Failure to do so will disqualify the application.

### **Application Review and Recipient Selection**

- An External Advisory Board, appointed by the IARS Board of Trustees and Research Committee, will review all applications. Awards are granted at the sole discretion of the IARS.
- Applications will be reviewed on 5 core competencies:
  1. scientific significance of the project or question they are pursuing (answer a compelling research question related to the applicant's country/region and practice),



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2. the candidate background and accomplishments taking into account the resources available to them,
3. The impact of the award and travel to the IARS meeting on their career development,
4. Estimation of financial need, and
5. Their geographical location (with consideration to having the final selection of awardees representing a wide range of locations).

- Awardees will be announced in December 2024.

## **Award Details**

- Travel stipends ranging from \$1,000 and up to \$5,000 will be awarded based on the economic classification of the applicant's country of origin as [defined by The World Bank](#).
- Awardees must provide receipts to show allocation of travel stipend funds within 30 days post-meeting.
- Any and all publications and/or presentations resulting from research that has utilized IARS funds must indicate the following: "Supported (or 'Supported in part') by a travel grant from the International Anesthesia Research Society."

## **APPLICATION INSTRUCTIONS**

Applicants must be [current IARS members](#) and must submit an online application using the [ProposalCentral website](#).

**Deadline to submit an application is 11:59 PM EST on November 3, 2024.**

## **Getting Started in ProposalCentral**

- *If you are a new user of ProposalCentral*, click the "Need an Account!" link button to register as a new user in the system. After you register, complete your Professional Profile (4th tab from the left) before starting an application.
- *If you are already registered with ProposalCentral*, login with your username/email and password.
- To start an application, select the "Grant Opportunities" tab. A list of applications will be displayed. Find the Grant Maker "International Anesthesia Research Society" and "IARS International Travel Outreach Grant." Click the "Apply Now" link to create an application.

**ProposalCentral Customer Support Information:** If you have difficulties registering, logging in, or creating your application, contact:

Toll-free U.S. and Canada: (800) 875-2562

Direct Dial International: (703) 964-5840

Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)

## **Application Format**

The following information is required to submit a complete application. The numbers correspond to the application sections that appear on the left side of the online application.

1. **Title Page.** Enter the title of your abstract submission. The title is limited to 100 characters in length (including spaces). Enter total amount requested in U.S. dollars.
2. **Download Templates & Instructions.** The Guidelines and Application Instructions document can be downloaded from this section. Click the "Download" icon to save each of the instructions to your computer.



3. **Enable Other Users to Access this Proposal.** This section allows you to give others access to this application. This is optional.
4. **Applicant.** Enter information for the applicant, including:
  - Connect to or create your ORCID ID. ORCID provides a persistent digital identifier that distinguishes you from other researchers. Learn more at [orcid.org](https://orcid.org).
  - Indicate that the applicant is a current IARS member.
  - Indicate the applicant career level.
5. **Applicant Demographics.** Enter demographic information for the PI. Gender, race and ethnicity are optional. Data from this page will not be disclosed to reviewers.
6. **Institution & Contacts.** Enter information regarding the lead institution for abstract, Department Chair, and the Principal Investigator for the abstract submission.
7. **Co-Authors.** Enter information regarding any co-authors on the abstract research project in the order they are published in your abstract submission.
8. **Application Narrative.** All applicants are required to answer the following questions within the application. Please note that your answer is limited to 300 characters (including spaces) per question and any additional characters beyond the limit will be truncated. To ensure that you comply with the character limits, it is advised to draft your answers in Microsoft Word or a similar program, before entering them into ProposalCentral.
  - How will attendance at the IARS Annual Meeting impact your career development?
  - What is your financial need for this award in order to attend the Annual Meeting? Please provide a brief budget justification to indicate your financial need.
  - How will your research impact anesthesiology or perioperative medicine?
9. **Attachments.** Prepare and upload the following documents into your application in portable document format (PDF). Use templates where provided.
  1. **CURRENT CV**

Upload this document as a PDF (not to exceed 5 pages) that includes a brief personal statement, current position, education and training, ongoing projects, awards/positions/honors, contributions to science (i.e., publications, abstract presentations, etc.).
  2. **COPY OF ABSTRACT SUBMITTED TO IARS 2025 ANNUAL MEETING**

When submitting your abstract to the IARS 2025 Annual Meeting, there is an option to print a copy as a PDF for your records during the submission period. After November 3, 2024, you may request a copy of your abstract from the IARS Meetings Department at [meetings@iars.org](mailto:meetings@iars.org).

## Formatting Guidelines for Attachments

- **Font:** Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 point or larger.
- **Margins:** Page margins should be no less than 0.5 inch on each side for all pages. Template margins may be altered within these specifications.



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- **Spacing:** Single-spaced text is acceptable. Space between paragraphs is recommended.
  - **Page numbering:** The CVs must be numbered consecutively. Do not use suffixes (e.g. 5a, 5b).
  - **Figures, Graphs, Diagrams, Charts, Tables, Figures Legends, and Footnotes:** Text must be readily legible. Font size of 9 point or larger is recommended.
  - **Grantsmanship:** Use English and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parenthesis; the abbreviation may be used thereafter.
10. **E-Signatures** - certification and acceptance of terms (form within ProposalCentral)  
The applicant's required signatures must be complete prior to the due date of the application in order to submit.
  11. **Validate.** Validate the application on ProposalCentral. This is an essential step and checks for required data and attachments. You will not be able to submit your application unless all of the required information has been provided. An application that has not been validated cannot be submitted.
  12. **Submit.** You will not be able to submit your application if you have not provided all required information. Once you have clicked the "Submit" button, an email will be sent to the applicant confirming the submission from [pcsupport@altum.com](mailto:pcsupport@altum.com). Please add [pcsupport@altum.com](mailto:pcsupport@altum.com) to your safe senders list to ensure receipt of your submission.

## **Inquiries**

Inquiries or technical issues regarding ProposalCentral and the online application process should be directed to customer support at (703) 964-5840, or toll free at (800) 875-2562, or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com).

Inquiries about the International Outreach Travel Grant guidelines, eligibility requirements, and application materials can be directed to IARS. Please contact Meghan Whitbeck at [mwhitbeck@iars.org](mailto:mwhitbeck@iars.org).