

Mission: ICLAS is an international scientific organization dedicated to advancing human and animal health by promoting the ethical care and use of laboratory animals in research worldwide.

## **Application requirements for financial support from ICLAS for activities that will take place in 2023**

**Deadline for submission: May 25th, 2022**

ICLAS supports programs and activities that benefit the largest possible audience within each region of the world. Funding requests are prioritized by each of ICLAS' Regional Committees: Africa, Asia, Americas, Europe, Oceania. The amount of funding awarded is generally up to €2000 for initiatives with local impact. Requests for larger amounts of funding are considered for initiatives with regional or global impact. **All funded initiatives must support the ICLAS mission**, which appears at the top of this document. Once each year, each ICLAS Regional Committee will review the applications submitted by members in its region. The committees then refer the most compelling of these requests to the Governing Board for funding decisions. The Governing Board funding decisions are ratified by the ICLAS General Assembly. Announcements of funding request deadlines are made once each year to ICLAS Members. Contacts for Regional Committees may be requested at [info@iclas.org](mailto:info@iclas.org)

**Funding Requests are submitted following the application format described on page 2 of this document.**

- 1 ICLAS Members provide to their Regional Committee information about the proposed activity following the prescribed format. The Regional Committee may correspond with members to assist with clarifying or strengthening requests. The Regional Committee ranks the requests, and forwards them to the Governing Board for review and funding decisions at the annual board meeting.
- 2 Governing Board budget and funding decisions are ratified by the ICLAS General Assembly held shortly after the board meeting.
- 3 Members are informed of the funding decisions. The ICLAS treasurer is contacted for release of approved funds to the account designated in the funding request.
- 4 At the completion of the funded activity:
  - A detailed report of the program/activity (number of participants, geographical attendance, achievements, etc.) is prepared by the funding recipient.
  - Actual expenditure details of ICLAS funds is described.
  - Details of the value of the ICLAS contribution are provided.
  - These documents should be presented to the Secretary General with a copy to the Treasurer not later than 3 months after the end of the program/activity.



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## ICLAS Funding Request

### Application Form to request funds from ICLAS to support a Laboratory Animal Science

#### program/activity in an ICLAS Region:

(to be filled in by author)

1. Proposal Title:
2. Location, dates, timeline of the program/activity:
3. Describe the program/activity you intend to organize.
4. Is this a new program/activity?
5. History of this program/activity.
6. How will this benefit Laboratory Animal Science?
7. Describe who will benefit.
8. How large will the audience be?
9. Names and contacts of the authors of the program.
10. Name of the ICLAS member organization that supports this request:
11. What is the total budget for the program/activity?
12. What amount of funding is requested from ICLAS? (provide amount in Euros)
13. What other sources of funding are supporting this activity?
14. For what will the ICLAS contribution be used? (note: ICLAS funds may be used for travel and accommodation expenses, mainly to facilitate international attendance during the program/activity. Receipts must be shown on request. ICLAS funds should in principle not be used for payment of fees, meals or extended stay).
15. The author confirms that a detailed report of the program or activity (including results and attendance) and of the expenses paid with ICLAS funds will be provided to the Secretary General and ICLAS Treasurer within 3 months after the end of the program/activity (and original invoices will be well kept to be provided to ICLAS if any eventual financial inspection occurs).
16. Name, e-mail, date and signature of the

author or requestor of the funds ..... ..... ..... .....	ICLAS Regional Committee Co-chair(s) ..... ..... ..... .....
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17. After completion of this form, save it in a PDF format and please send it to the [info@iclas.org](mailto:info@iclas.org)