[**http://iupab.org/sponsorship-policy/**](http://iupab.org/sponsorship-policy/)

**IUPAB Sponsorship policy – General**

**All events supported by IUPAB as the main sponsor must be prominently denoted with the IUPAB name in the title and bear the official IUPAB logo.**

IUPAB welcomes applications for support of events that fall under the purview of Biophysics.

Support will depend primarily on the scientific merit of the proposal, and the quality and appropriateness of the presenters. Consideration will be given to the focus of the meeting, the quality of the science and the timeliness of the topics to be covered.

Support from IUPAB will be conditional upon assurance from the organizers that access to the meeting - both online and in person - is in compliance with the ISC policy on the freedom of movement of scientists.

In accordance with the aims of IUPAB to encourage and support Biophysics worldwide, it is expected that IUPAB resources will be used:

* To support students/ trainees/early carreer scientists through prizes and training/travel support. Special consideration will be placed on strengthening relationships with developing nations, e.g. by supporting attendants from developing nations at meetings held in the developed part of the world and/or by supporting speakers from the developed part of the world, as well as local trainees, to attend a meeting in a developing nation;
* To support the organization of Focused Meetings in which timely topics related to Biophysics are discussed and disseminated to the broader scientific community;
* To support the organization of workshops or courses directed at trainees or early career biophysicists;
* To support the IUPAB triennial Congresses.

IUPAB expects that conference, workshop, school, etc. will be conducted in English in order to enable and maximize participation of all attendees and to encourage trainees and early career scientists to become familiar and proficient in the worldwide-adopted scientific language. IUPAB will, however, consider exceptions to this rule if necessitated by special circumstances.

Applications for sponsorship will be considered on a competitive basis. The level of financial support will be decided by the Council or the Executive Committee on a case-by-case basis, taking the type and scope of the event into account.

The aim of IUPAB is to promote Biophysics on the international stage. IUPAB is a not-for-profit organization and if an IUPAB-sponsored event results in a financial surplus, this surplus will stay with the local biophysical society or adhering body and must be used to promote biophysics within the local host country or group of countries.

During years of the IUPAB triennial Congress, IUPAB funds will be mainly devoted to this Congress.

Financial support is not available for:

* A solely national meeting of any of the national biophysics societies or groups.
* A meeting that is part of an on-going series devoted to a specific topic. Exception may be made to support the participation of early career scientists from developing nations.
* Any meeting in an IUPAB triennial Congress year, unless officially designated and approved as a Congress Satellite.

Financial support is available - in principle - for:

* A regional workshop or school devoted primarily to foster education and research opportunities for early career biophysicists, especially in those areas of the world where biophysics is developing as a discipline and where demonstrated needs exist.
* A regional meeting aimed at bringing together biophysicists from a number of different countries in a particular area of the world, such as continents or other geographic groupings, i.e. Pan Asia, Pan India, Europe etc.)

Meetings that are supported by IUPAB financially or otherwise will be listed in the IUPAB calendar of events; this is published in IUPAB News, which is distributed to all adhering bodies of IUPAB, and included on the IUPAB website.

Enquiries about IUPAB meetings and applications should be addressed to the IUPAB Secretary General. Details for specific sponsorship schemes are given below.

**IUPAB Sponsorship policy – Specifics**

**1. IUPAB Congress**

**2. IUPAB Focused Meeting**

**3. IUPAB Workshop**

**4. IUPAB Sponsorship of other international Biophysics meetings/workshops**

**5. IUPAB Plenary Lectures**

**6. IUPAB Young Investigator Prize**

**7. IUPAB Poster and Oral Presentation Prizes**

**1. IUPAB CONGRESS**: IUPAB will provide up to 60 000 € for the triennial IUPAB Congress. Funding will include a direct grant to the organizers (generally 30 000 €), as well as support for student/trainee travel to the congress (generally 30 000 €). Bids are expected to be supported by an Adhering Body or a Scientific Society. The proposals must include information about the proposed venue, a tentative scientific program, information about the town, a tentative budget and any other relevant aspect. Detailed information for bids can be requested from the IUPAB Secretary General. A bid should be sent to the Secretary General in compliance with the deadline posted on the **Future IUPAB Congresses** section of the IUPAB website. This deadline would be generally 6 months in advance of the General Assembly. Bids are selected and approved by a vote of the Adhering Bodies at the General Assembly. IUPAB will designate an officer to liaise with the organizers. The organizers and IUPAB will sign a Memorandum of Understanding (MOU) regarding the Congress organization.

**2. IUPAB-SPONSORED FOCUSED MEETING:** Focused Meetings are held in years without the triennial IUPAB Congress. Up to two meetings per year will be sponsored up to 15 000 € per meeting, determined with due regard to the proposed budget. Preference is given to meetings that have co-organizers from two or more countries. **The intension of these meetings is to bring together researchers around a specific topic, aided by including participants from different disciplines.** Topics must have clear relevance for Biophysics, need to be timely and should comprise cutting-edge science. Participation in these meetings must be open to scientists from all countries, especially from those areas of the world where biophysics is developing as a discipline or developing nations.

A diverse format is encouraged (lectures, round-table discussions, poster sessions, training sessions). Limited social activities may be planned as well. Gender and geographical balance is required for the list of speakers. In general, **Focused Meetings will be held over 2-4 days and should have 100-300 participants**. The dates of the Focused Meeting should not overlap with other major IUPAB events. Regular annual meetings of societies will not be funded.

The **application form for sponsorship** of IUPAB Focused Meetings covers following items: title, dates and location; an estimate of the number of anticipated attendees; a brief description of the meeting’s topic and themes. A preliminary scientific program including a list of speakers and a draft budget should be submitted with the application.

**Complete applications should be submitted to the Secretary General by June 30** of the year prior to the event (for events scheduled in the first six months of a calendar year) **or by the December 31** (for events scheduled in months 6-12 of a calendar year).

The selection and approval of such events lies with the IUPAB Council.

Organizers of approved Focused Meetings must provide IUPAB Secretary General with a flyer advertising the meeting as soon as possible (at least 6 months prior to the meeting), for posting on the IUPAB website and publishing in IUPAB News. The final scientific program should be submitted at least 6 months in advance of the meeting date to be approved by the IUPAB Executive Committee. The IUPAB name and logo must be prominently displayed in all printed and electronic advertising and hand-out materials (website, flyers, etc) related to the meeting.

A report should be provided by the organizers to the IUPAB Secretary General, not later than three months after a Focused Meeting. The report should include attendance statistics (including number and geographical distribution of speakers and participants) and scientific highlights (~1000 words), as well as 2-3 photographs or other graphical items for posting on the IUPAB website and publication in IUPAB News. Organizers should also submit a detailed scientific program and a final budget.

Funded students/young researchers are expected to write a brief commentary (not more than 200 words) highlighting the importance of the event for their career. Dissemination of these commentaries may occur via social media, posting on the IUPAB website or publishing in in IUPAB News. A picture of the student/young researcher may be included.

**3. IUPAB WORKSHOPS (IUPAB as the main sponsor):** For workshops where IUPAB is the main sponsor, up to 10 000 € in grant funding can be made available. Division of the funds to be devoted towards the organization of the workshop versus trainee travel grants is at the discretion of IUPAB. **Such workshops will be named “IUPAB Workshop on…”** and cannot be affiliated with an IUPAB Congress, IUPAB Focused Meeting, or another event organized by a different agency or society.

The **application form for sponsorship** of IUPAB Workshops covers following items: title, dates and location; an estimate of the number of anticipated attendees; a brief description of the workshop topic and themes. A preliminary scientific program including a list of trainers and a draft budget should be submitted with the application.

**Complete applications should be submitted to the IUPAB Secretary General by June 30** of the year prior to the event (for events scheduled in the first six months of a calendar year) **or by the December 31** (for events scheduled in months 6-12 of a calendar year).

The selection and approval of IUPAB Workshops is carried out by the IUPAB Council.

Organizers of IUPAB Workshops must provide the IUPAB Secretary General with a flyer advertising the workshop as soon as possible (at least 6 months prior to the meeting), for posting on the IUPAB website and publishing in IUPAB News. The final scientific program should be submitted at least 6 months in advance of the meeting date to the IUPAB Executive Committee. The IUPAB name and logo must be prominently displayed in all printed and electronic advertising and hand-out materials (website, flyers, etc) related to the meeting.

Not later than three months after the workshop, organizers should submit a report, including statistics on attendance (including number and geographical distribution of speakers and participants), scientific highlights (~ 1000 words) as well as 2-3 photographs or other graphical items for posting on the IUPAB website and publication in IUPAB News. Organizers should also submit a final program and a final budget.

Funded students/trainees are expected to write a brief commentary (not more than 200 words) highlighting the importance of the event for their career. Dissemination of these commentaries may occur via social media, posting on the IUPAB website or publishing in in IUPAB News. A picture of the student/trainee may be included.

**4. Sponsorship of events where IUPAB is not the main sponsor:** For events where IUPAB is not the main sponsor, up to 5 000 € in grant funding can be made available for **student/trainee travel from outside the host country**, except in exceptional circumstances. These funds are available for Biophysics focused meetings and workshops of international scope that do not occur on a regular basis. They cannot be used for annual, biannual, triennial etc. meetings organized by any IUPAB Adhering Body.

**Applications for sponsorship should be submitted to the IUPAB Secretary General 6 months prior to the event by the organizers of the event,** using the **funding application form.** A scientific program including a list of speakers should be submitted with the application.

The selection and approval of such events is carried out by the IUPAB Council or Executive Committee depending on the level of sponsorship.

Organizers of approved events must provide the IUPAB Secretary General with a flyer advertising the meeting as soon as possible (at least 4 months prior to the meeting), for posting on the IUPAB website and publishing in IUPAB News. The IUPAB name and logo must be prominently displayed in all printed and electronic advertising and hand-out materials (website, flyers, etc) related to the meeting.

Funded students/trainees are expected to write a brief commentary (not more than 200 words) highlighting the importance of the event for their career. Dissemination of these commentaries may occur via social media, posting on the IUPAB website or publishing in in IUPAB News. A picture of the student/young researcher may be included.

**5. IUPAB PLENARY LECTURES:** IUPAB may provide funds (up to 3 000 €) for an IUPAB plenary lecture to be delivered at a congress or meeting organized by one of the IUPAB Adhering Bodies in good standing (not Observers) in an IUPAB-affiliated country. Preference will be given to applications by regional associations for major meetings. Agreements with organizers of such meetings for regular IUPAB plenary lectures can negotiated. In exceptional cases, exemptions from the above requirements can be requested. Gender and geographical balance of the program will be a consideration. The IUPAB Executive Committee selects the lecturer and chair person in consultation with the organizers. The lectures will be prominently advertised with the IUPAB name and logo.

**Applications for sponsorship of IUPAB Plenary Lectures should be submitted to the IUPAB Secretary General 6 months prior to the event,** using the **funding application form.** A scientific program including a list of speakers should be submitted with the application.

Not later than three months after the meeting, organizers should send a brief report of the lecture and lecturer (~ 200 words) and a photograph or another graphical item for posting on the IUPAB website and publication in IUPAB News.

**6. IUPAB EARLY CAREER INVESTIGATOR PRIZE:** This award (up to 2 000 €) will be given to an early career investigator for outstanding contributions to the field of Biophysics at an IUPAB Congress. The deadline and requirements for nominations are posted on the **IUPAB Young Investigator Prize** section of the IUPAB website.

**7. IUPAB PRIZES for oral or poster presentations by students/trainees:** Such prizes can be awarded to undergraduate and graduate students or postdocs within three years of having received their Ph.D. degree or equivalent. IUPAB sponsors prizes of up to 250 € each for up to 5-6 trainees in Biophysics that present their work at major meetings. It is at the discretion of the organizers to adjust the prize money according to types of presentations/needs, in consultation with the IUPAB Executive Committee.

Applications for sponsorship of such prizes can be made by a society or an association of societies that are Adhering Bodies IUPAB as well as by national societies of countries that are associated with IUPAB. Only one application per calendar year for a given country or group of countries is allowed. Observer bodies or societies can apply only once.

Application for sponsorship of such prizes can also be made by a Biophysics-focused student association (student chapters). Any international student association needs the endorsement of an IUPAB-associated body or of the IUPAB Executive Committee directly, and national student associations need the endorsement of a national society. Only one prize per year will be funded for a given nation (excluding international events taking place in this nation) including the society itself and the association of students.

**Applications for IUPAB sponsored prizes have to be submitted to the IUPAB Secretary General 6 months prior to the event**,using the **funding application form.** A scientific program including a list of speakers should be submitted with the application.

Awardees are expected to write a brief commentary (not more than 200 words) highlighting the importance of receiving the prize. Dissemination of these commentaries may occur via social media, posting on the IUPAB website or publishing in in IUPAB News. A picture of the trainee may be included. The names of awardees should be provided to the Editor-in-Chief of Biophysical Reviews who may issue an invitation to submit a review related to the awardee's presentation.

**8. Requests for use of IUPAB logo without funding**.

If organizers of meetings are seeking the approval of IUPAB, including the use of the IUPAB logo, but do not requesting financial support, applications may be submitted to the Secretary General at any time 3 months prior to the event and will be considered by the Executive Committee.