ISCD Regional Panels
2025 Grant Application

Application Criteria for 2025 ISCD Funds

Regional panels may apply for funding for up to **$4,000 USD** to support programs and events that align with the Society's mission. Successful applicants must fully utilize funds and submit all receipts and reporting **by December 31, 2025**. Applications must adhere to the following criteria and submission guidelines:

1. Application Timeline

- Applications must be submitted at least **4 months** in advance of the proposed program or event date. Late or incomplete applications may not be considered.

2. Program Overview

- Provide a brief description of the program, including:
  - Title of the program/event.
  - Conference directors, expected faculty
  - Type of activity (e.g., conference, workshop, educational seminar, community outreach). Hands on/ virtual
  - Objectives and goals of the program.

3. Expected Participation

- Clearly outline the **expected number of participants**.
  - Specify the target audience (e.g., healthcare professionals, technicians, researchers, students, community members).
  - Indicate how participant numbers were estimated.

4. Event Timeline

- Provide a detailed timeline of the program or event, including:
  - Proposed date(s).
  - Duration (e.g., one-day workshop, multi-day conference).
  - Key milestones leading up to the event (e.g., planning deadlines, speaker confirmations, marketing activities).

5. Budget and Fund Utilization

- Submit a comprehensive budget that includes:
  - **Total estimated cost** of the program/event. **Amount requested** from the Society and specific details on how the funds will be used
  - Breakdown of expenses, such as:

- Venue rental fees.

- Speaker fees/honoraria.

- Travel and accommodation (if applicable).

- Marketing and promotional materials.

- Technology or equipment costs (e.g., audiovisual, virtual platforms).

- Refreshments/food.

- Miscellaneous expenses.

- Highlight other funding sources or sponsorships (if applicable).

6. Alignment with the Society's Mission

- Demonstrate how the program/event will support and advance the Society's mission.

  - Clearly connect program goals with the ISCD's objectives, such as:

    - Promoting education, research, certification or facility accreditation.

    - Advancing best practices and knowledge.

    - Improving patient care outcomes or regional collaboration.

7. Regional Impact

- Explain how the program/event will positively impact your region:

  - Address specific regional needs, gaps, or challenges.

  - Describe how the program will improve knowledge, skills, or practices in the area.

  - Highlight the long-term benefits to participants, the community, and the field.

8. Membership Growth

- Outline a strategy for increasing Society membership as a result of the program/event.

  - Describe how you will encourage participants to join or engage with ISCD.

  - Provide specific membership promotion activities to students, residents, and early career clinicians and technologists.

9. Post-Event Reporting Requirements

Successful applicants must submit a **post-event report** to the Society within 4 weeks of the program's conclusion. The report must include:

- **Final Participant Numbers:**

  - Actual number of attendees compared to the estimated number.

- **Evidence of ISCD Promotion:**

  - Examples of branding and promotion (e.g., Society booths, banners, flyers).

  - Photographic evidence (e.g., photos of the event, participants, or Society-branded materials).

  - Social media posts, hashtags, or media coverage.

- **Fund Use Summary:**

  - Provide a final expense report detailing how the funds were utilized.

- **Impact Analysis:**

  - A brief assessment of the program's impact, including:

    - Participant feedback (if surveys were conducted).

    - Lessons learned and recommendations for future events.

    - Success in achieving stated goals.

- **Membership Results:**

  - Number of new memberships or engagement opportunities generated as a result of the program.

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10. Application Format

- All applications must be submitted through the grant application portal via the ISCD website at: **https://iscd.org/2025-regional-panel-grant-appplication/**

- Applicants **MUST BE logged in to the ISCD website** to when working on the application. The application may be saved and continued at a later date **as long as the user is logged in**. We recommend using a working document before submitting through the portal.

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11. Review Process

- Applications will be reviewed by a designated committee based on:

  - Completeness and adherence to criteria.

  - Alignment with the Society's mission and goals.

  - Potential regional impact and membership growth opportunities.

  - Feasibility of the proposed budget and timeline.

- Applicants will be notified of funding decisions within approximately 4-6 weeks of submission.

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12. Contact Information

For questions or clarification, please contact: Malley O'Shea, Director of Marketing, Communications and Membership at moshea@iscd.org.