

SMBE Professional Development Grant Program

SMBE

The Society for Medical and Biological Engineering (SMBE) was formed in 1966 with the aim of providing a common meeting ground for those interested in the application of technology and engineering techniques to medicine and biology. These tenets continue to this day with a range of activities, including this grant program, supporting members and the broader healthcare and engineering community.

Grant Objectives

Support SMBE members in

- Furthering the objectives of the Society
- Pursuing professional development opportunities that enhance their knowledge, skill or career objectives
- Engaging in activities that contribute to, or promote, the application of engineering principles to healthcare within the broader community.
- Providing opportunities for recognition and acknowledgement of outstanding contribution and engagement by applying on behalf of a recipient.

Eligibility

This program is open to

- SMBE members, inclusive of councillors, of at least 3 years standing who have been active within the Society during the 12 months prior to their application, demonstrated by way of attendance at a minimum of 3 SMBE events.
- Members who are either student, full or life members who, if fee paying, have remained financial during the required 3-year period prior to application

Utilisation

The intended utilisation of the award shall be fully detailed within the application. There are no specific categories pertaining to this, utilisation may include, for example

- Offsetting costs to personally attend a conference or meeting, including airfares, ground expenses or registration. Preference may be given to those presenting their work.
- Participation in a relevant on-line activity, such as a course, webinar or conference.
- Supporting volunteer and/or community-based efforts in the development or application of technology-based healthcare solutions.

Funding

The funding of these awards is reliant upon both the generous support of industry and internal SMBE funds. The actual level of funding is therefore not pre-defined, is subject to change and not based upon precedent. Applicants should therefore seek funding **up to** a certain amount

and include details of other sources of funding that may be available or other organisations that have similarly been approached for support. A co-contribution by the applicant would also be considered appropriate in most instances. Note that in some instances the grant may be branded in the name of the sponsoring company. Any commercial or employment arrangements must be declared upfront by applicants to avoid any conflict.

Timeframes

This process remains continuously open, there are no deadlines to be met. Applicants however should remain mindful of

- The more lead time the better to enable due consideration by the council of the Society
- Applicants intending to present at a conference should submit their application at the time of abstract submission, awarding of a grant may depend upon acceptance of the abstract for presentation
- Retrospective (i.e. attendance at an event or activity already finalised) or short notice applications MAY be considered
- As a general indication a lead time of around 6 months would be considered ideal

Expectations

Successful applicants will be expected to

- Represent all parties, including the SMBE, in a positive and professional manner
- Expend the funds in the manner outlined in their application and provide financial reconciliation evidence within 2 weeks of the conclusion of the activity. Failure to do this may result in the requirement to return the grant funds to the SMBE.
- Acknowledge the support of the SMBE in any presentations or produced material
- Should the award have corporate branding, suitable acknowledged of the sponsor.
- Provide a report back to the SMBE on the event or activity attended, which may also comprise a talk at a subsequent SMBE general meeting
- Consent to the SMBE promoting the applicant's activity publicly, including via social media, presentations, blogs and web content.
- Declare if any other funding sources have been sought and, if successful, notify the SMBE to enable a determination on the on-going necessity for the originally sought amount

Application process

The application must include

- Full details of the applicant i.e. name and contact details
- Relevant academic and/or employment details including course of study and positions held
- A current CV
- Full details of the event/activity/attendance proposed and how it will benefit the applicant
- Funding sought, within a range, and details of how it will be utilised

- Statement of support from an employer or academic supervisor, confirming relevance and outcomes of the proposed activity
- Detail on how the proposed activity aligns with the objectives of the grant program and The Society
- A statement providing the required evidence relating to membership of and engagement with the SMBE as outlined in “Eligibility” above.
- A declaration of the total amount, and timing, of financial support, in any, previously obtained from the SMBE
- A commitment to meeting the expectations as detailed in these guidelines

Decision making

- Applications are considered and awards are made by the SMBE council based on merit and available funds. A member submitting an application who is currently serving on the SMBE council will be excluded from the decision-making process.
- A decision should be anticipated within 2 months of the application
- Further information may be sought from the applicant during that process, including discussion, but there should be no expectation of this i.e. applications should be complete and comprehensive. Lack of detail may exclude an application from further consideration.
- The decision of the SMBE committee shall be considered final.