



IASP

INTERNATIONAL ASSOCIATION
FOR THE STUDY OF PAIN

MINIMUM REQUIREMENTS FOR IASP SUPPORT FOR A PAIN SCHOOL

IASP is awarding up to \$15,000 USD to support Pain School funding. All those seeking IASP support for conducting a pain school must complete the submission process specified in this document and meet these minimum requirements.

Pain School Objectives/Vision of IASP

- Pain Schools are multidisciplinary/multiprofessional educational events intended to promote the development of the next generation of basic science and clinical pain researchers. It is important to clarify in your application how your camp will meet this objective.

Pain School Scientific/Educational Program

1. IASP-supported pain schools should be governed by a multidisciplinary/multiprofessional planning committee that reflects the multidisciplinary/multiprofessional nature of IASP. The faculty should also reflect the multidisciplinary nature of IASP, and they should include basic science researchers as well as clinical researchers with well-established track records relevant to their topics.
2. All proposals/funding requests must include a preliminary educational program for the school. The IASP Education Programs Working Group (EPWG) will review all proposals/funding requests and make recommendations to the Council.
3. All proposals must include a list of the planning committee members, with information on full name, gender, country, qualifications, professional discipline/profession, track records in educational activities, and documentation on possible conflicts of interest. IASP prefers that a member of the [IASP Council](#) (preferably the IASP liaison to that region) be invited to join the educational program planning committee.
4. Faculty members should comprise IASP members from more than one region (Asia, Australasia and Oceania; Middle East and Africa; Europe; Latin America and the Caribbean; United States and Canada) and should include:
 - IASP members from the region in which the pain school is held,
 - the IASP Liaison person for the region organizing the school,
 - a member of [IASP Council](#) (who may also be the Liaison person for the region),
 - the IASP President should be invited to participate as Faculty. (Note that IASP President's travel and accommodation expenses will be covered by the IASP and do not need to be included in the budget for the School.)

Pain School Budget

IASP requires that pain school applicants submit a budget for the pain school to IASP according to the timeline for the annual IASP budget process (available from the IASP Secretariat).

- The budget must provide detail on all sources of projected revenue and detail and rationale for all projected expenses. It is intended the period covered should be one event per year

and continued funding by IASP for subsequent pain schools should not be assumed. If successful applicants would like to repeat the event they would need to apply again, along with other applicants, as part of a competitive process. If the application includes a request for financial support from IASP, the request must include the amount of money requested (in US Dollars) and a detailed accounting of how the funds will be used.

- IASP Council will determine the funds available for Pain Schools per year, and this capped but may vary over time. Applicants are encouraged to seek support from other funding sources, consistent with IASP industry funding guidelines. If in doubt, applicants are encouraged to seek advice from the IASP Secretariat on these guidelines. The request must also clearly specify all other funding sources (whether being sought or confirmed), the amount of funds from each source, and how those funds will be used. A requirement for this grant is that a suitable organization (such as a university or the IASP Chapter for the country/region) that can manage the funds, must be identified, and confirmed in writing by a representative of that organization.

IASP funding guidelines:

- IASP will consider requests to fund the following pain school costs: faculty travel, facility costs, food/beverage costs, and reasonable social events.
- IASP funds will not be used to provide school organizer, school planning committee, or school faculty stipends/honoraria.
- IASP will not support a school that provides faculty stipends funded by student registration fees.
- IASP will not provide funds for administrative expenses to support tasks that could be administered by the IASP Secretariat, such as school registration management, application processes, website management, and marketing (see below).

The registration fee must be included in the budget, which should also include a policy on who will be fully funded, partially funded, and self- funded.

- **FULLY FUNDED:** Registration fees, travel and accommodation are covered by the organizers.
- **PARTIALLY FUNDED:** Cost of registration fees, travel and/or accommodations costs are partially covered by the organizers.
- **SELF-FUNDED:** Participant pays the registration fee (which must be clearly stated in the budget), travel and accommodation costs.

Membership Requirement

IASP requires that IASP-supported pain schools only consider applications from IASP members. All applicants for pain camps supported by IASP must be IASP members; non-member applications can be considered for admission, but they must join IASP before the school.

The IASP Secretariat will work with all IASP-supported pain schools to validate membership of applicants.

Geographic Regions

IASP will prioritize supporting schools in diverse geographic regions (Asia, Australasia and Oceania; Middle East and Africa; Europe; Latin America and the Caribbean; United States and Canada). IASP will consider requests for more than one pain school in a particular geographic region but is unlikely to fund more than one pain school in a particular region. If there are two or more applicants from the same region, it is recommended that they be asked to consider combining their applications.

Neighbouring Chapters are encouraged to consider combining resources to support a pain school or providing funds for members to attend a pain school in their region.

Applicants for conducting a pain school in regions and countries where such schools have not previously been held will be prioritised but will still need to meet the general criteria as well. New applicants will also be required to include an advisor on the planning committee who has previous experience in running a pain school.

Pain School Participants

An upper (and lower) limit to the number of participants expected should be specified in the application, and this would normally be in the 20-30 range. Participants should be drawn from current higher degree students and early career researchers. There should be a mix of basic science researchers and clinical researchers. Participants should also come from multiple regions and countries, and there should be no gender bias in the selection process. Prospective participants must be selected through a competitive process by the pain school organisers and the criteria for selection must be included in the application for IASP support.

Branding

IASP requires that all IASP-supported pain schools include the IASP name and logo in the branding of the school. Proposal requests must address how the IASP name/logo will be integrated into the pain school branding. All IASP-supported pain schools will be recognized by IASP as "IASP Pain Schools."

Program Evaluation

All IASP-supported pain schools must conduct evaluations of their pain school program, including evaluations by pain school students and faculty. A plan for such evaluations must be included in all proposals for support.

Annual Reports

IASP-supported pain schools must provide an annual report (usually two pages in length) to the IASP Council following the completion of each school program. A copy of these reports will be published on the IASP website.

The annual report should include a summary of the program evaluation results from participants and faculty and a final financial reporting (compared with budget) of the program costs and revenue (including any net income/loss). The evaluation by participants and faculty should include both quantitative evaluations (on specified metrics) of each component of the program, as well as qualitative comments for individual feedback.

The report format should cover the following headings:

- (a) Committee |Working Group |Task Force |Federation| Name
- (b) Person Submitting Report
- (c) A summary
- (d) A brief description of the applicants (including the number who applied, their discipline/profession, and countries/regions from which they came)
- (e) A description of those selected to attend (including their gender, country, discipline/profession, training level) and any who declined or withdrew
- (f) The results of the evaluation survey used (including both quantitative and qualitative measures)
- (g) Proposed ideas and work plan for future pain schools

Program Administration/Logistical Support

IASP prefers that IASP-supported pain schools liaise with the IASP Secretariat when planning the proposed schools, but it must be recognised that, apart from the agreed financial support, IASP administrative support will be very limited. Those organizing the proposed schools should confirm their understanding of this early in their planning. The IASP Secretariat support will be limited to:

- Application and review process
- Marketing, promotion, and website management

Application Process Summary and Items to be Included:

1. Applications must be submitted during the call for applications and should be submitted via the online application.
2. Applications must include the following information:
 - a. Name of organizer (can be Chapter or Federation)
 - b. List of planning committee members, preferably including an IASP Councillor and/or IASP Liaison person for that region (list should include full name of each member, as well as their IASP member status, gender, country, qualifications, and professional discipline).
 - c. Track record of planning committee in conducting pain schools or similar educational events.
 - d. Rationale for having this pain school.
 - e. Proposed dates of the school.
 - f. Proposed venue of the school.
 - g. Proposed contents of the scientific program. While a detailed program is not required, provide as much information as possible that will help evaluate the scientific merits of the program.
 - h. Proposed faculty, including their full name as well as their IASP member status, gender, country, qualifications, and professional discipline. The list need not be the final one but should include at least five (5) faculty members.
 - i. Proposed number of participants, including the selection criteria to be used.
 - j. Policy for including participants from low and middle-income countries.
 - k. Amount requested from IASP (Up to \$15,000 USD)
 - l. Proposed budget, including what funds are being sought from IASP and other sources.
 - m. Outline of how the school will be evaluated.
 - n. Proposed follow-up of school participants.
 - o. Agreement to submit (within 1 month of completion of the school) a full report to the IASP Council on the school summarising what happened and its evaluation by the participants and faculty.

Criteria to be Used in Selecting Successful Applicants

All applicants will be assessed according to the principles and criteria outlined in this Minimum Requirements document. These will include the completion of all sections outlined in the Application Process Summary.

In addition, as IASP is seeking to encourage pain schools in low and middle-income countries, applicants who satisfactorily complete the sections outlined in the Application Process Summary and whose school will be conducted in a low or middle-income country will be given preference over a completed application for a pain school in a high-income country.