



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 in calendar year 2027 must complete the submission process specified in this document and meet the requirements as set forth below

The IASP Education Programs Working Group (EPWG) will review all funding requests and make recommendations to the IASP Council. Please note that only a limited number of Pain Schools are possible each year.

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 school will meet this objective.

Pain School Scientific/Educational Program

1. IASP-supported pain schools must be affiliated with and IASP chapter or Federation.
2. IASP-supported pain schools should be governed by a multidisciplinary/multiprofessional planning committee that reflects the multidisciplinary/multiprofessional nature of IASP.
 - Proposals must include a list of the planning committee members, with information on full name, gender, professional discipline, specialty, institution, country, IASP member status, and email.
 - For first time applications, IASP encourages at least one member of the planning committee to attend one of the organization's established models for a successful school, such as PainStar (Australia) or the North American Pain School or consult with the organizers of such a school. Alternatively, if a school has previously taken place in the region, the planning committee should include at least one person involved in the previous school.
 - 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.
3. All proposals/funding requests should include a preliminary educational program for the school. Not including a preliminary educational program may affect the scoring of your application.
 - Ensure the programs reflects the multidisciplinary/multiprofessional nature of IASP.
 - Including a person with lived experience on the program is encouraged. Ideally, this person has participated in an event like a pain school, and has experience interacting with pain researchers.
 - If the complete program is not available at the time of the submission, please provide an overview of the program including specific topics you are planning to cover.
4. The faculty should also reflect the multidisciplinary nature of IASP and should include basic science researchers as well as clinical researchers with well-established track records relevant to their topics. 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, if applicable, and/or 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 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 with the submission..

- The budget must provide details on all sources of projected revenue and details and rationale for all projected expenses. Each submission will only apply to one school, which must be completed in the year specified. Continued funding by IASP for subsequent pain schools should not be assumed.
- 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 amount is capped but may vary over time. Applicants are encouraged to seek support from other funding sources. 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.
- If you are planning to source for additional funding from industry, IASP suggests following the IASP Procedures to Work with Industry as listed in Appendix A.
- 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.

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.

Membership Requirement

IASP requires that IASP-supported pain schools only consider applications from IASP members. All applicants for pain schools 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.

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.

Application Process Summary and Items to be Included:

1. Applications must be submitted during the call for applications via the online application by 30 June 2026. You will receive a decision no later than 15 September 2025.
2. Applications must include the following information:
 - a. Name of organizer (can be Chapter or Federation)
 - b. Name of affiliated Chapter or Federation
 - c. 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).
 - d. Track record of planning committee in conducting pain schools or similar educational events.
 - e. Rationale for having this pain school.
 - f. Proposed dates of the school.
 - g. Proposed venue of the school.
 - h. 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.
 - i. 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.
 - j. Proposed number of participants, including the selection criteria to be used.
 - k. Policy for including participants from low and middle-income countries.
 - l. Amount requested from IASP (Up to \$15,000 USD)
 - m. Proposed budget, including what funds are being sought from IASP and other sources.
 - n. Outline of how the school will be evaluated.
 - o. Proposed follow-up of school participants.

- p. 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.

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 limited to marketing and promotion.

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.

IASP encourages participation of individuals from low- and middle-income countries at an affordable or complimentary fee if the Pain School is held in high income country. In addition, IASP encourages pain school applications from low and middle-income countries.

Post-School Report

IASP-supported pain schools must provide an annual report to the IASP Council following the completion of each school program using a checklist supplied by the IASP (see Appendix B). A copy of these reports may be published on the IASP website.

The 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 of each component of the program, as well as qualitative comments for individual feedback.

The report format should cover the following headings:

1. Committee |Working Group |Task Force |Federation| Name
2. Person Submitting Report
3. A summary
4. A brief description of the applicants (including the number who applied, their discipline/profession, and countries/regions from which they came)
5. A description of those selected to attend (including their gender, country, discipline/profession, training level) and any who declined or withdrew
6. The results of the evaluation survey used (including both quantitative and qualitative measures)
7. Information on how you will follow-up with attendees.
8. Proposed ideas and work plan for future pain schools.
9. Outcomes (more information to be provided by IASP).
10. A final budget that includes details on what companies/organizations supported the school and the amount.

Appendix A: Procedures to Work with Industry

The following is from the IASP Governance Policy Manual

Procedures to Work with Industry

Who can initiate and Secure Relationships with Industry on behalf of IASP

Any officer, director, member of a committee with governing board delegated powers, employee or agent of the Organization, can initiate contact with a commercial entity on behalf of IASP, after first informing the Secretariat to approve the solicitation concept and applied program or initiative to receive funding. Conflicts of Interest must be disclosed. Approved persons who initiate contact will turn that relationship over to the Secretariat to confirm funding agreements with a contract between IASP and the commercial entity. Contracts will detail funding to be received, how support is disclosed, and explicit benefits to both IASP and the commercial entity.

Interactions with Industry

Any officer, director, member of a committee with governing board delegated powers, employee or agent of the Organization, who initiates or maintains a relationship with Industry on behalf of IASP, should do so without serving self-interest and will not accept personal gifts, favors, or monetary funds, as a result of procuring commercial support originating from these relationships.

Identification of Programs for Commercial Support

The Executive Committee and Council will annually identify initiatives and programs for which commercial support is sought. Those items prioritized for Industry funding should support IASP's strategic plan and specifically align with organizational goals identified for the year in which support is solicited.

Guiding Principles when Securing Commercial Support

Any commercial entity that IASP enters into relationship with must adhere to IASP's guiding principles. Industry partners must be ethical, appropriate and professional, and must support IASP's mission to improve pain relief worldwide through research, education, practice, and policy. IASP must retain full ownership and independence from industry during the creation and delivery of any educational program and initiative. All programs supported by Industry will be free from commercial influence.

Alignment with an Industry Codes of Conduct

Any commercial entity that IASP enters into relationship with should adhere to both the spirit and the letter of the following industry codes that align with IASP principles: International Federation of Pharmaceutical Manufacturers & Associations Code of Practice, Advanced Medical Technology Association Code of Ethics, and the Pharmaceutical Research and Manufacturers Association Codes and Guidelines.

Appendix B: IASP Pain Camp / School Final Report Checklist

In accordance with the Pain Camp and Pain School Requirements, IASP requires a written formal report highlighting key aspects of the IASP Pain School/Camp should be submitted within one month after the end of the Camp/School. Key report components are highlighted below. IASP-supported pain schools/camps must provide an annual report to the IASP Council following the completion of each program. A copy of these reports may be published on the IASP website.

Camp/School Name:	
ITEM DUE	Sent / Received
Overview: <ul style="list-style-type: none"> Name of the Federation/Organizing Chapter Name of the person submitting the report Dates and location of the camp/school 	
Final List of The Committee/Working Group/Task Force <ul style="list-style-type: none"> With country, professional discipline, gender and if possible, career stage 	
Final List of The Faculty <ul style="list-style-type: none"> With country, professional discipline, gender and if possible, career stage 	
Final List of Applicants and Attendees: <ul style="list-style-type: none"> A brief description of the applicants (including the number who applied, their discipline/profession, and countries/regions from which they came) A narrative account of how the student selection process was conducted and the criteria for selection. A description of those selected to attend (including their gender, country, region, discipline/profession, training level) and any who declined or withdrew and the reason(s) why. 	
Summary of the Scientific Program/Educational Activities <ul style="list-style-type: none"> A copy of the agenda or handouts should be sufficient 	
Summary of Any Dinners/Social Events	
Summary of Participant Evaluation Results (quantitative and qualitative)	
Summary of Faculty Evaluation Results (quantitative and qualitative)	
Information on How You Will Follow-Up with Attendees.	
Proposed Ideas and Timeline/Work Plan for Future Pain Schools	
Outcomes/Impact Report	

<p>Final Financial Report¹</p> <p>Please be as specific as possible. Budgets may be returned for more information.</p> <ul style="list-style-type: none"> • Compared with original budget • Include specific program costs and revenue • Include any net income/loss • List what companies/organizations supported the school and the amounts. 	
<p>Send any photos from your camp/school to the IASP Secretariat via email</p>	

¹If you used the IASP budget template to complete the original budget, you should be able to simply add the final amounts to see the comparison.