

Policy Purpose

The increase in the number of applications received for international advanced course collaborations has created the need for a policy that specifies the rules and guidelines for the frequency, location, and FOCIS staff responsibilities.

FOCIS's affiliation with successful international education programs will increase FOCIS's visibility and, if applicable, strengthen FOCIS's relationship with local organizing organization/FCE/FOCIS Member Society.

Responsibilities

The FOCIS Education Committee maintains quality control by having direct oversight of the collaborations, including the development of the program and identification of speakers, and FOCIS staff's roles/responsibilities in executing the program.

International Advanced Course Collaboration Policy

A maximum of two (2) FOCIS-affiliated international Advanced Courses may be held in one calendar year or as determined on a case-by-case basis by the FOCIS Education Committee.

An international Advanced Course collaboration must be held between July and January, so it does not conflict with U.S.-based FOCIS education programs.

An international Advanced Course collaboration on a continent is encouraged to be held not earlier than one (1) year after a previously held international Advanced Course on the same continent, or as determined on a case-by-case basis by the FOCIS Education Committee

Dependent upon FOCIS' support capabilities, the policy strives to:

- Support immunology-related educational programs
- Increase FOCIS's global presence
- Increase engagement and participation of trainees and junior investigators in FOCIS programs

Course organizers may select FOCIS to manage select responsibilities of the course. In recognition of FOCIS's responsibilities, FOCIS will receive a designated management fee. The management fee is determined by the FOCIS staff time and resources required to perform the FOCIS responsibilities. The management fee will be agreed upon with the course organizers. It is understood that a minimum management fee will be assessed to cover staff support and time required for the initial planning, communications, and contracting of the activity, regardless of specific program execution responsibilities defined. A memorandum of understanding (MOU) document will be prepared and must be mutually agreed to. Any event-specific social media or external communications will be moderated by the FOCIS executive office. The proposal must be cost-neutral for FOCIS. No expenses will be incurred until an MOU is in place and signed by all parties.

To minimize health and security risks of FOCIS faculty, collaborations will not be accepted from countries designated as a Level 3 or 4 Travel Advisory by the U.S. State Department ([webpage link](#)).

Requests for collaborative activities must be submitted at least one year before the projected program date to be reviewed and to ensure appropriate planning time. A fully executed MOU among all parties involved must be in place within three months of receiving Education Committee approval of the overall proposal.

Application Process

The FOCIS Education Committee is proud to collaborate with other organizations to host education programs held across the globe. The FOCIS goal is to advance the broad field of translational immunology. If your organization wants to collaborate with FOCIS to develop an educational program, please complete the below application.

Organizers must submit a program budget that is self-funded. The total finances administered through FOCIS must be budget neutral. If the program recognizes a profit, the value will be sent to organizers. If the program is projected as a net loss, FOCIS will cut spending to offset program costs. Alternatively, organizers may select to increase revenues to offset the program costs by increasing registration rates or fundraising.

Application Questions

1. Indicate program name, date, location and organizers.
2. Indicate a summary of the rationale for the program and/or specific sessions.
3. What type of collaboration are you interested in? Please include FOCIS role/responsibilities requested, i.e. travel grants, promotional, programmatic, etc. FOCIS will manage responsibilities depending on FOCIS staffing abilities at the time of contracting. If you are requesting financial support for travel grants, please detail the amount you are requesting. A minimum management fee will be assessed to cover staff support and time required for the initial planning, communications, and contracting of the activity, regardless of specific program execution responsibilities defined.
4. Has FOCIS supported your program in the past? If so, please provide details on past support (e.g. amount of financial support).
5. How will this collaboration align with FOCIS's strategy to expand FOCIS reach and visibility globally?

Application Materials

- Program Agenda. When possible, FOCIS members or those affiliated with a FOCIS Center of Excellence must comprise 50% of proposed faculty. If this is not possible, the Education Committee will consider on a case by case basis.
- Program Budget. Include potential sources of support and an amount requested of FOCIS for travel grants.
- Program Description. Include target audience and program outcomes expectations

Please compile application materials and send to info@focisnet.org. Applications must be submitted to the FOCIS Education Committee for review, and decision notices will be emailed to the main contact provided. If you have any questions regarding your application, please email info@focisnet.org.

Selection Criteria

When determining whether to approve a proposed course, the Education Committee considers the following:

- The adherence to the FOCIS Advanced Course program template with a fundamental immunology component and objective to educate young people.
- The location of the program, the location of the expected participants (regional, national, or international), and the frequency of collaborations held on the same continent.
- The type of course collaboration, with preference to limited FOCIS support (fundraising, logistics, marketing, financial, etc.)
- If the program outcomes were achieved at a past program that FOCIS supported.
- FOCIS financial requests included in the proposed budget

When multiple applications are deemed equal in merit, the final selection will be based on limited FOCIS financial impact and roles/responsibilities.