



THE IFEA EDUCATION COMMITTEE & EDUCATION GRANT AWARD

A policy document adopted by the IFEA Board of Directors on 05th October, 2018

The Education Committee of the International Federation of Endodontic Associations has the following objectives:

- To promote and disseminate endodontic education worldwide.
- To provide a common platform for all the member countries of IFEA to share and exchange the educational policies and practices of their respective societies.
- Envision and formulate a "Standard of Care" document for endodontic therapy that would provide evidence-based guidelines for clinicians and students worldwide.
- To help create both human resources and material resources needed to establish a department of endodontics in countries that do not have programs in the discipline of endodontics.
- To establish guidelines of an IFEA Education Grant Award. The Education committee will be responsible for identifying eligible awardees for the same.

THE EDUCATION COMMITTEE

According to the By-Laws of the International Federation of Endodontic Associations (IFEA), the Education Committee is a Standing Committee of the Federation. Article XI,1.ii) of the By-Laws defines the roles of the Education Committee as follows:

The Education Committee will be responsible for the enhancement and development of endodontic education throughout all nations in the world. The Education Committee will also endeavour to determine, and assist with the development of, special educational needs of the Federation's Member Societies/Associations.

The By-Laws (ARTICLE XI -COMMITTEES-Clauses 3 to 10) also outline the appointment of Committee members and some other administrative matters, which are summarized below:

- The IFEA Board of Directors will appoint a Chairperson (Clause XI,4) and the members of the Education Committee with the members being appointed on the recommendation of the Chairperson. In principle and where possible, the Committee will have at least one representative from each of the six geographical Regions recognized by IFEA – that is, Asia, Europe, North America, South America, Africa and Oceania. Other experts may also be co-opted to the Committee from time to time upon submission of names by the Chairperson of the Committee to, and approval by, the IFEA Board of Directors. The Education Committee would comprise of at least seven members including the Chairperson.
- The term of office of each member of the Education Committee will be two (2) years, and each two-year term of office will commence immediately upon the conclusion of the Annual General Meeting of the Federation (Clause XI,3,i). Committee members will be eligible for re-appointment to the Committee for multiple terms of office up to a maximum of four (4) terms (i.e. eight (8) years). (Clause XI,3,ii).
- The Chairperson of the Committee shall provide an annual written report to the Board of Directors prior to the Annual General Meeting outlining the Committee's activities and achievements throughout the preceding year. (Clause XI,5).
- Any vacancy in the membership of any Committee may be filled by an appointment made in the same manner as provided in the case of the original appointment to the Committee. (Clause XI,6).

- A majority of the whole of the Committee shall constitute a quorum for that Committee. (Clause XI,7).
- The act of a majority of the members present at a Committee meeting at which a quorum is present shall be the act of the whole Committee. (Clause XI,8).
- The Committee may adopt rules for its own government provided such rules are not inconsistent with the IFEA By-Laws or with any other rules adopted by the IFEA Board of Directors. (Clause XI,9).
- From time to time, and with the approval of the Board of Directors, the Committee may propose to the Board for its adoption written policies relating to its functions or activities. The purpose of these policies will be to ensure consistency of management of all parties and all matters within the Federation. Any such policy that conflicts with the Federation's Articles of Incorporation, the By-Laws or any applicable law shall be void. (Clause XI,10).

THE IFEA EDUCATION GRANT AWARD

The International Federation of Endodontic Associations has established an Education Grant Award. The objectives of this Award are to:

- i. To help, develop and establish department of endodontics in dental schools of countries that do not teach the discipline of endodontics.
- ii. To partly fund the endodontic specialty education of dentists who are from countries that do not have endodontic programs provided that the student agrees to go back to his/her parent country to help in establishing an endodontic department.

GUIDELINES FOR APPLICATIONS FOR THE IFEA EDUCATION GRANT

Eligibility. Individual IFEA members or an IFEA Member Association may apply for a Grant either on behalf of themselves **or** in the capacity as a referee or endorsee for a dentist or a dental educational institution seeking a grant in a country in which there either may not be any endodontic association or where there is an association that is not an IFEA member

There are two types of education grants that IFEA would be willing to grant:

- i. IFEA Grant for Post Graduate Education
- ii. IFEA Grant for Endodontic Educational Development

I. IFEA GRANT FOR POST GRADUATE EDUCATION

- This Grant is restricted to dentists from countries that do not have a post-graduate specialty of endodontics in any of their dental schools.
- This Grant is given to partly fund the educational expenses of a candidate who wants to pursue a one year or longer course in endodontics from a recognized department.
- The Grant would be given provided the candidate **agrees** to return to his/her country of origin and either helps in establishing a department of endodontics at a dental school in their country of origin and/or agrees to teaching and promoting the field of endodontics in their country of origin.

Applications must be submitted in English and must include the following information:

- i. A letter of endorsement of need of the applicant for availing the above mentioned grant from any representative member of an IFEA member society
- ii. Personal details of the applicant:

- a) Name and address
 - b) Institutional affiliation
 - c) Short *curriculum vitae*
 - d) A recent photograph - *as a JPEG file attachment.*
- iii. Short Introduction including updated information related to the need for the Grant
- iv. Budget required (in detail) with the expected completion time for which the Grant will apply.
- v. Letter of endorsement from the head of the institute where the student is planning to study
- vi. Letter of recommendation from dean of the candidate's affiliated dental school, agreeing to either establish a department of endodontics or an endodontic academic position when the candidate returns, and a signed agreement to follow the conditions of the Award.

II. IFEA GRANT FOR ENDODONTIC EDUCATIONAL DEVELOPMENT

- This Grant is given to dental schools in developing countries that want to develop infrastructure needed to teach in an undergraduate course and / or a graduate course in the discipline of endodontics.
- This Grant would help partly fund the procurement of both clinical teaching aids in the form of equipment for treating patients as well as academic aids in the form of textbooks or reading material.

Applications must be submitted in English and must include the following information:

- i. A letter of endorsement of need of the applicant school for availing the above mentioned Grant from any representative member of an IFEA member society

ii. Personal details of the applicant:

- a) Name and address
- b) Institutional affiliation
- c) Short *curriculum vitae*
- d) A recent photograph - *as a JPEG file attachment.*

iii. Short Introduction included updated information related to the need for the Grant

iv. Budget required (in detail) with the expected completion time for which the Grant will apply.

v. Letter of endorsement from the head of the institute where the grant money would be utilized, and a signed agreement to follow the conditions of the Award.

COMMON GUIDELINES:

i. A budget of \$ US 6000, or at the discretion of the Executive, may be available (but not necessarily having to be used) per calendar year. This budget will be reviewed each year by the IFEA Board of Directors.

ii. The IFEA Secretary will advertise for applications no later than 01st of January each year. Requests for funding must be submitted to the IFEA Secretary by 31st March each year.

iii. The Education Committee through its Chairperson should make recommendation(s) to the IFEA Board of Directors no later than the 30th of June each year. Recommendations may be to fully fund projects up to the maximum amount available in the budget, or partly fund the project. The Grant may be shared when deemed appropriate with other candidates. Based on the merits of the applications received; if the Committee deems appropriate there

may be no recommendation to award the Grant for that calendar year. The final decision regarding the winning recipient(s) of the Award, and the distribution and extent of funding, based on the recommendation of the Education Committee, rests with the IFEA Board of Directors.

iv. Funds 'left over' from any calendar year may not be 'rolled over' into the next year.

v. If a special situation should arise outside these Guidelines, it may be considered by the IFEA Board of Directors.

Processes for Administering the Education Grant Award

The processes involved in administering this Award are outlined below:

1. The Education-Award will be announced every year on the 01st of January on the IFEA website and through the Country Member Societies/Associations (via their normal communication channels, newsletters, websites, etc.). The IFEA Secretary will be responsible for arranging the announcements and advertisements. The Education Committee Chairperson, Committee members, Regents, and Country Representatives will assist wherever possible.
2. Details of the application process and the information required in each application are outlined on the attached information sheet that will be posted on the IFEA website for downloading. This information sheet can also be distributed to IFEA Member Countries for further distribution to their members.
3. Applications must be submitted electronically to the IFEA Secretary to enable easy and quick distribution to the Chairperson of the Education Committee who will distribute them to the Education Committee members so they can be reviewed.
4. The closing date for submission of applications will be 31st March each year. Once the closing date has passed, all applications that have been received by the IFEA Secretary will be forwarded to the Education Committee Chairperson for distribution to members of the Education Committee for assessment for funding.

5. The Chairperson of the Education Committee will provide guidelines, directions and/or scoring criteria to the Education Committee members to assist them with assessing the applications. The format of these criteria is at the discretion of the Chairperson and the Education Committee members to decide.
6. The Education Committee members will provide their reports and rankings to the Chairperson of the Committee by 31st May each year. The Chairperson will collate the scores and rankings and if deemed necessary the Chairperson may arrange a teleconference or internet-based discussion with Committee members to finalise their recommendations.
7. A recommendation must be forwarded to the IFEA Board of Directors regarding the winner(s) by the Chairperson of the Education Committee by 15th June each year. The Board shall either approve the recommendation or reject the recommendation outright or ask the Education Committee to reconsider and re-submit its recommendation to the Board.
8. The Education Committee may recommend sharing of the Award amongst two or more applicants if the applications are considered to be equally worthy of funding. The maximum amount of funding each year will be decided by the IFEA Board of Directors each year and this would not normally exceed \$US 6,000.00 unless the Board has approved an increase in the allocation of funds in the budget. Such an increase would be advised to the Education Committee prior to the call for applications being announced, and be publicised on the IFEA website and in the notice disseminated by the Secretary.
9. The President of IFEA, through the Secretary's office, will announce the winner(s) of the Award by way of a letter/email to the successful applicant(s), soon after July 15th. The letter/email will remind recipients of the conditions of the Award, as outlined below and on the information provided to applicants.
10. The IFEA Treasurer will arrange for the winner(s) to receive the Award money. When the Award is granted for a period of **one year** the Treasurer will initially provide 75% of the allocated funding via a cheque or other means for transferring funds, as appropriate .
11. The remaining 25% of the funds allocated will be sent to the winner(s) upon the receipt by the Secretary of a final written report outlining the progress. For an Award granted for a period **longer than one year**, the Treasurer will initially provide 50% of the allocated

funding for the first year, with the remaining balance provided annually and proportionally over the remainder of the Grant period, upon receipt of a satisfactory annual progress report and the final report to the Secretary. The report(s) will be due on 31st March each year.

12. The Secretary will forward a copy of any interim and the final report to the Chairperson of the Education Committee who will then forward copies to all Education Committee members.
13. In the event the Awarded project fails to proceed, the Secretary must be informed within one Calendar month, and the Award money, if already distributed, must be returned in full to the IFEA Treasurer. If the Awarded project is abandoned during its course, the Secretary must be informed within one Calendar month, and any remaining balance of the Award money will be forfeited. If the project reaches its successful completion prior to the proposed completion date, upon receipt of the satisfactory final report, the Board of Directors will decide if the balance of any remaining allocated Award money will be distributed.
14. If the approved Education Grant is for a period extending beyond one year, recipients of the Award Grant are required to submit an annual progress report to the Chair of IFEA Education Committee on his/her progress. This report will be due on 31st March each year.
15. A statement of acknowledgement that IFEA had assisted with funding must be included in any publication or in any other form of presentation - such as at a scientific meeting. The required statement of acknowledgement is outlined below in the conditions of the Grant.

Timeline Guide for Administering the Grant each year

- **01st Jan:** IFEA Secretary advertises availability of the Award.
- **31st March:** Closing date for receipt of applications by the IFEA Secretary and Annual progress reports due for any Grants extending beyond one year. The Secretary forwards the applications to the Chairperson of the Education Committee.
- **10th April:** Final date for the Chairperson of the Education Committee to distribute all applications to Education Committee Members for evaluation.
- **31st May:** All Education Committee members to return their comments/score sheets, etc. to the Chairperson of the Education Committee who will then collate the scores and recommendations.
- **10th June:** If necessary, teleconference or other internet-based communication meeting of Education Committee to finalise recommendations regarding winner(s) and amount of funding if more than one winner. If a clear winner exists, based on Committee members' assessments and scores, then the Chairperson may forward the recommendations direct to the IFEA Board of Directors after confirming the recommendations with Committee members.
- **15th June:** The Chairperson of the Education Committee to forward the Committee's recommendations regarding the winner(s) and amounts to award (If more than one winner recommended) to the IFEA Board of Directors, via the IFEA Secretary's office.
- **30th June :** The IFEA Board of Directors to consider and endorse, where appropriate, the recommendations of the Education Committee regarding the winner(s) and amounts awarded (if more than one winner recommended). The Board may meet in person (if a suitable Board meeting is due) or may communicate electronically to consider the recommendations of the Committee. The Board shall either approve the recommendation or reject the recommendation outright or ask the Education Committee to reconsider and re-submit its recommendation to the Board.
- **15th July:** The IFEA President (via the Secretary's office) to write formally to the winner(s) to advise the outcome of the application(s).

Conditions of the Education Grant

- i. Applicants from IFEA member associations applying on their own behalf must include documentation that demonstrates that they are members of an association that is an IFEA member.
- ii. Applications from a referee or endorsee on behalf of a non IFEA member dentist or dental institution seeking the Grant, must be either an IFEA Member Association or in the case of an individual sponsor/referee, demonstrate that the individual is a member of an association that is an IFEA member.

All applications for Grant must include a signed statement acknowledging that the Applicants agree to adhere to the following conditions if they are granted an *I.F.E.A.* –Education Grant;

- Initially, for an Award granted for a period of one year, 75% of the funds allocated as the Grant will be paid to the recipient once the winner has been announced. Upon completion of the education period, or purchase of educational resources for which the Grant was awarded, recipients must present a full written report to the Secretary of IFEA and then the remaining 25% of the funds will be paid.
- For an Award granted for a period **longer than one year**, the Treasurer will initially provide 50% of the allocated funding for the first year, with the remaining balance provided annually and proportionally over the remainder of the Grant period, upon receipt of a satisfactory annual progress report and the final report to the Secretary. The report(s) will be due on 31st March each year
- Any form of publication or presentation related to the work for which the Award was granted, should include the following statement of acknowledgement: ***“This work was supported by an International Federation of Endodontic Associations (I.F.E.A.) Education Grant”.***
