

## Policy on Funding Scientific Meetings

1. The RCRH will consider written applications for financial support from current members who are convening conferences or workshops on the subject of reproductive biology and/or related research areas falling within the scope of the RCRH.
2. Applicants can elect to seek either (A) seed funding, or (B) sponsorship. Seed funding is defined as a loan from the RCRH to the applicant, and is provided with the expectation that the applicant will reimburse the RCRH for the full amount at the completion of the meeting. Sponsorship is defined as a grant that is not subject to repayment unless the conference makes a profit.
3. Written applications should clearly define the following:
  - i. the nature and purpose of the conference or workshop, date, location (venue) and expected number and composition of delegates;
  - ii. whether seed funding or sponsorship is requested;
  - iii. the amount of seed funding or sponsorship sought;
  - iv. the specific purpose for which the seed funding or sponsorship funds are sought (for example venue deposit, speaker or symposium support, student travel support, etc.);
  - v. the manner in which the applicant will acknowledge the support of the RCRH in conference materials, publications and on site at the event, and
  - vi. the expected benefits of RCRH financial support to the RCRH membership.
4. In the event that seed funding is requested, the written application should include a statement specifying that the applicant intends to reimburse the RCRH at the completion of the meeting.
5. In the event that sponsorship is granted and the conference or workshop makes a profit, the applicant will endeavour to reimburse the RCRH fully or in part, according to availability of funds.
6. Funds will not be paid to applicants without due consideration of the written application and formal approval by the RCRH Operations Committee.
7. In reaching a decision on the form of funding and the amount of funds provided, the RCRH Operations Committee should take into account the relative benefit to the RCRH membership of supporting the application, the extent to which funding the meeting meets the objectives with the RCRH strategic plan, and the financial position of the RCRH.
8. At the completion of the conference or workshop, the applicant should provide a short written report to the RCRH including a financial summary.