

Student Chapter Development & Member Engagement Guidelines - Part 3

This document is intended to be a resource for new ISPOR Student Chapters to guide their operations 11 months into their formation.

At this point in the academic year, the new student chapter should have:

- An executive board in place that meets regularly and a process in place to elect the next set of officers (refer to 6 months after chapter formation document for suggestions).
- Recruited chapter members.
- Extended information about ISPOR (ie, advantages of becoming an ISPOR member, current education opportunities such as webinars) to the rest of the student chapter.
- Held general meetings and kickoff events.
- A good record of attendance and participation by the Student Chapter President in monthly ISPOR Student Network Leadership Meetings.

Now is a good time for the new student chapter to identify challenges it has faced in executing its goals. The executive board should brainstorm any major obstacles and take input on this topic from student chapter members. Officers can discuss possible solutions, and create a plan to improve student chapter operations.

One obstacle may be a lack of funding for events or lack of financial resources for students in taking full advantage of ISPOR. To aid a solution to this challenge, ISPOR offers funding opportunities for LMIC students.

LMIC Student Chapter Educational Funds Application: <https://form.asana.com/?k=6Tlwdepg7TwROMd0ItVq8Q&d=14609251293821>

The ISPOR Student Chapter Educational Funds Program provides financial support to eligible Student Chapters in low-, lower-middle-, and upper-middle-income countries (LMIC) in Africa, Asia, Europe, and Latin America. Chapters in these regions receive an annual allocation of USD \$500, with unused funds rolling over each year up to a maximum reserve of USD \$2,000. Student Chapters may use up to USD \$1,000 per calendar year to support approved educational activities and professional development opportunities.

To be eligible, an LMIC Student Chapter must have completed the 1-year probation period and be in good standing, meaning it has submitted its most recent Annual Report, and all Chapter Leadership positions (President, Vice President, Secretary, Treasurer, and Faculty Advisor) maintain active ISPOR memberships. Funding is provided on a reimbursement basis following completion of the approved activity. LMIC chapters must submit an application at least 6 weeks before their event and receive preliminary approval before incurring expenses.

Educational Funds may be used for eligible expenses such as speaker honoraria, ISPOR conference attendance, ISPOR conference registration fees, and Student Chapter educational events. After the activity concludes, chapters must complete a follow-up survey and provide all required supporting documentation, including receipts and applicable financial forms, to receive reimbursement. This program helps LMIC Student Chapters expand educational programming, strengthen local HEOR capacity, and provide valuable learning opportunities for student members.

Student Travel Grant Program

The ISPOR Student Travel Grant Program helps eligible student members attend ISPOR Annual and ISPOR Europe conferences by providing financial support to offset travel and registration costs. Through a competitive application process, grants are awarded to students who demonstrate engagement in HEOR, conference participation, and a commitment to advancing their professional development.

Recipients gain access to valuable educational sessions, networking opportunities, and the latest research in health economics and outcomes research. Following the conference, awardees are required to complete post-conference reporting requirements to receive reimbursement. The program supports the growth of future HEOR leaders by helping students connect, learn, and share their experiences with their academic and professional communities.

Learn more: [ISPOR Student Travel Grant Program](#)