#4

COMPLETE

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Page 1: Committee Report Overview

Q1   **Grant Review**

Choose your Committee from the dropdown

Q2

2019-2020 Committee Chair(s) - (First name, Last name, Preferred Email in event of contact after graduation)

Chamberline E. Ozigbu, ozigbu@gmail.com

Q3

2019-2020 Committee Members (First name, Last name, Preferred Email in event of contact after graduation)

Tan Chia Jie, chiajie.tan@u.nus.edu
Chukwuemeka Okoli, okolichukwuemekadaniel@gmail.com
Alisha Monnette, amonnett@tulane.edu
Niying Li, nli59@wisc.edu

Page 2: Report Summary

Q4

Committee Goals Established For The Year (Summarize each project with bullet points that break down the task)

- Ensure equal distribution of funds throughout the year according to the activity grant submission/review periods outlined.
- Evaluate and revamp the grant process as the year goes on and tweak scoring as needed.
- Produce a sample document with different examples of successful events that were funded through activity grants.

Q5

Achievements of Goals & Deliverables Executed During 2019-2020 (Note: This will be used for a blurb in the last issue of the Student Newsletter before the new Committees take over.)

Between January-June, 2020 activity period, we received and reviewed a total of 42 grant applications globally. Out of these, 18 grants were approved. The global distribution of grant was extended to the African region this year (University of Ibadan). Also, student chapters from Asia and Europe received an adequate amount of funding this year. Finally, we received additional funding from ISPOR national from $10,000 to 12,000 per year.

Q6

Committee Members' Roles (Do you break down the projects to have specific members of the Committee work on them? Separate roles by hitting Enter for another line)

- Review and scoring of an application by committee members (2 committees per application)
- Committee ensures activities are in line with ISPOR mission, using the scoring rubrics (25 possible points)
- Automatic rejection for incomplete application or not adhering to the instructions
- Chair of the committee submit all scores to ISPOR national for review
- Application with the highest scores are awarded
- Chapters get notification

Q7

Timeline For Any Open/Ongoing Projects

- We give 1 week turnaround time for each committee member to review and return their assigned application

Q8

Biggest Challenges during the year? (Note: This may be used as part of a blurb for the Student Newsletter)

- Incomplete/inappropriate application
- Inadequate funding (with expanding number of chapters)
- Due to the COVID-19 pandemic, we did not announce future grant activities.

Q9

Solutions/Suggestions For Overcoming Challenges (Note: This may be used as part of a blurb for the Student Newsletter)

- Remind chapters to condense their application during the announcement for the new cycle activity (it is not necessary to submit multiple applications).
- Encourage chapters to complete their forms electronically (it is difficult to read students writing when they fill forms with their own handwriting using a pen)
- Solicit for more funds from ISPOR national to accommodate the growth of student chapters globally
- Communicate with ISPOR national to know when to announce new grant activities.

Q10

Recommendations for Future Committee Members (Note: This may be used as part of a blurb for the Student Newsletter)

Encourage student chapters to do the following;
- Complete the new application form properly
- Give a detailed description of activities to be conducted
- Do not apply after receiving the maximum yearly $400
- Use samples of previously approved grants
- Write a valid date (not TBD)
- Use handwriting signatures

Q11

Does your Committee have any files saved outside of the Student Network Committees Folder. If yes, please transfer ownership of the drive to studentnetwork@ispor.org. If you have any questions about this email us.

No