



# INTERNATIONAL CANCER FOUNDATION

Bridging the global divide in cancer care

## ICF Travel Grant Programme

### Detailed Application and Reimbursement Guidelines

These guidelines apply to ICF Travel Grants supporting participation in eligible ESMO congresses and events.

Please read them carefully before applying.

#### 1. About the programme and eligible events

The International Cancer Foundation (ICF) offers a limited number of Travel Grants to support healthcare professionals and patient advocates attending eligible European Society for Medical Oncology (ESMO) congresses and events.

The programme aims to reduce financial barriers, facilitate access to scientific and educational exchange, strengthen international networks, and help recipients apply relevant knowledge and experience in their institutions, organisations and communities.

Applicants should consult the ESMO website to identify an event relevant to their professional or advocacy activities.

Events organised independently by other organisations are not eligible unless ICF has expressly confirmed otherwise in writing.

ICF reserves the right to determine whether an event falls within the scope of the Travel Grant Support Programme.

#### 2. Who may apply?

Applications are welcome from:

- Healthcare professionals involved in oncology and cancer care
- Leaders or members of patient advocacy organisations
- Individuals whose work contributes to improving cancer care, cancer control, access to treatment or patient advocacy

Applicants must explain how attending the selected event will support their professional or advocacy goals and contribute to their future work.



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A maximum of one ICF Travel Grant may be awarded to the same person per calendar year, based on the date of the congress or event attended.

### 3. How applications are assessed

The number of applications often exceeds the number of grants available. Applications are therefore assessed competitively.

Priority is generally given to applicants who:

- Reside and work in low- and middle-income countries
- Have a confirmed congress contribution, such as an accepted abstract, poster, ePoster, oral presentation or other official role
- Demonstrate a clear professional or advocacy benefit from attending
- Explain how they will apply the knowledge, experience or contacts gained
- Submit a reasonable and clearly budget

Patient advocates may also submit evidence of an accepted abstract, presentation or other confirmed congress contribution. Where applicable, this may significantly strengthen their application.

An accepted abstract is not an absolute requirement, and applicants without an abstract are not automatically excluded. However, applicants with a confirmed congress contribution are generally prioritised.

Meeting the eligibility or prioritisation criteria does not guarantee funding.

### 4. Abstracts and congress contributions

Applicants who have submitted, or intend to submit, an abstract should indicate this in their application.

Where the abstract outcome is pending, ICF may postpone its final decision until the official congress notification is available.

If the abstract is accepted, the applicant should provide the official acceptance notification confirming:

- The abstract title



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- The presentation type (e.g. E-Poster, Poster for Display, Rapid Oral Presentation)
- Whether in-person attendance is required or expected

## 5. What the Travel Grant may cover

An approved Travel Grant may contribute towards reasonable and necessary congress-related expenses, including:

- Congress registration
- Economy-class airfare
- Second-class rail travel
- Reasonable mid-range accommodation
- Necessary local transport
- Private-car mileage at EUR 0.60 per kilometre, where applicable
- Visa fees
- Other expenses expressly approved by ICF in writing

The approved amount is determined individually, based on the estimated costs, the available programme budget and the funding decision.

ICF may approve the full amount requested or a lower amount.

## 6. Reimbursement model and other funding

ICF Travel Grants are provided on a reimbursement basis.

Recipients must first cover their own expenses. ICF does not normally provide advance payments, book travel or accommodation, or pay congress organisers or other service providers directly.

Reimbursement is processed after the congress and is based on actual eligible expenses supported by the required documents, up to the approved grant amount.

The approved amount is a maximum reimbursement limit, not a fixed payment or lump sum. If actual eligible expenses are lower, only the lower amount will be reimbursed.



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Expenses exceeding the approved amount remain the recipient's responsibility unless ICF has agreed in writing to increase the grant.

Applicants must disclose any other funding received or requested for the same congress. The same expense cannot be reimbursed by both ICF and another organisation.

Recipients must inform ICF if they receive additional financial support after approval.

## **7. How to apply**

Applicants must submit a complete, dated and signed ICF Travel Grant Application Form.

Incomplete applications may not be reviewed until the missing information has been received. ICF may request further information or clarification.

## **8. Review and approval**

ICF normally aims to communicate an outcome within approximately two weeks after receiving a complete application.

Applications awaiting an abstract decision, supporting documents or clarification may require more time.

Funding is limited, competitive and not guaranteed. Applicants should not assume that funding has been awarded until they receive written approval from ICF confirming the approved amount.

The approval email will state:

- The approved maximum grant amount
- The eligible congress or event
- Any specific conditions
- The required post-congress documents

Approval of a Travel Grant does not constitute congress registration and does not reserve a congress place, flight, hotel or other travel arrangement.

## **9. Recipient responsibilities and changes after approval**

Approved recipients are responsible for:



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- Registering directly with ESMO or the congress organiser within the applicable deadlines
- Applying for a visa, where required
- Booking and paying for their own travel and accommodation
- Selecting reasonable and cost-effective arrangements
- Keeping all invoices, receipts, tickets and supporting documents
- Attending the congress in full and in person

Recipients must inform ICF promptly if:

- They are no longer able to attend
- The congress is cancelled, postponed or changed
- Their travel dates change significantly
- Their abstract or presentation status changes
- They receive additional funding
- Their expected costs change substantially
- They wish to claim an expense not included in the approved request

Expenses that differ significantly from the approved application may not be reimbursed unless discussed with and approved by ICF.

## **10. Visa support**

Approved recipients who require a visa may request an ICF visa support letter.

ICF will provide a template, which the recipient must complete with the required personal, passport, congress, travel and consular information and return to ICF for review and signature.

The recipient remains responsible for completing the visa application, submitting the required documents, attending any appointment, paying the applicable fees and monitoring the process.



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An ICF support letter does not guarantee that a visa will be issued. ICF cannot influence consular decisions or accept responsibility for visa refusals, delays, missed travel or cancellation costs.

Recipients whose attendance depends on a visa are strongly encouraged to avoid non-refundable bookings until the visa has been approved, or to select refundable or changeable options.

Visa application fees are eligible only where included in the approved grant or subsequently confirmed by ICF in writing.

## **11. Registration and travel**

Recipients must register directly with ESMO or the congress organiser and meet all applicable deadlines.

Where registration forms part of the approved grant, the recipient must submit the official invoice or receipt and proof of payment. Avoidable late-registration surcharges and optional services may not be reimbursed.

Eligible travel expenses may include:

- Reasonable economy-class airfare
- Second-class rail travel
- Necessary public transport
- Reasonable taxi or ride-hailing expenses between the recipient's home, airport or railway station, accommodation and congress venue
- Private-car mileage at EUR 0.60 per kilometre, where reasonable and applicable

Travel arrangements must be economical and reasonably connected to congress attendance.

**Business-class airfare, first-class rail travel and premium upgrades are not eligible.**

For private-car travel, recipients must provide the dates, route, purpose and distance travelled. The mileage rate includes vehicle use and fuel; fuel cannot be claimed separately for the same journey.

Recipients may be asked to explain the route and purpose of taxi or ride-hailing expenses.



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## **12. Accommodation**

Recipients are responsible for booking their own accommodation.

Eligible accommodation may include:

- A reasonable mid-range hotel
- A reasonably priced serviced apartment
- Accommodation booked through a recognised platform such as Airbnb

The accommodation should be reasonably located in relation to the congress venue or suitable public transport.

The booking confirmation and invoice or receipt should show, where available:

- The guest's name
- The accommodation address
- Check-in and check-out dates
- The total amount and currency

Luxury accommodation, upgrades and personal extras are not eligible.

### **Shared accommodation**

Shared accommodation may be accepted where it represents a reasonable and economical option.

The reimbursement request must identify:

- The persons sharing the accommodation
- Which persons attended the congress
- The total cost
- The recipient's eligible share

Where several ICF-supported recipients share accommodation, a consolidated expense form may be accepted if the allocation of costs is clearly explained.



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Accommodation costs for accompanying relatives, friends or other unsupported persons are not eligible.

## **13. Additional nights and personal extensions**

ICF may cover up to one additional accommodation night before or after the congress where reasonably required because of long-distance travel, transport schedules, limited connections, or an early congress start or late finish.

Coverage is not automatic and remains subject to the approved grant amount, the circumstances of the journey and the reasonableness of the cost.

Recipients may extend their stay for personal reasons. However, personal accommodation, local transport, meals, leisure activities and costs for accompanying persons are not eligible.

A later return journey may be accepted where the amount claimed remains reasonable. If a personal extension significantly increases the fare, ICF may limit reimbursement to the cost of a comparable journey immediately before or after the congress.

Where possible, recipients should obtain a separate invoice for eligible congress-related accommodation. Otherwise, they must clearly identify the eligible nights and amount claimed.

## **14. Non-eligible expenses**

The following expenses are not eligible:

- Meals and per diems
- Phone and internet costs
- Minibar, laundry, room service and other hotel extras
- Medical, travel, accident, baggage or cancellation insurance
- Costs for accompanying persons
- Leisure, sightseeing and personal activities
- Business-class airfare, first-class rail travel and other premium upgrades
- Expenses already covered by another organisation
- Expenses without adequate supporting documents



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- Costs not reasonably or directly connected to congress attendance

## **15. Attendance and acknowledgement of ICF support**

Recipients must attend the congress in person.

Virtual attendance, a no-show, partial attendance without prior agreement, or failure to provide the Certificate of Attendance may result in reimbursement being reduced or refused.

Recipients presenting an abstract, poster or other congress contribution should include the ICF logo on the relevant materials, where permitted. The logo will normally be provided with the approval documents.

Recipients may be asked to provide a short written or video testimonial describing what they learned and how they intend to apply the experience. Subject to the recipient's agreement, ICF may use this material in programme communications.

Recipients posting about their participation on LinkedIn are encouraged to tag the International Cancer Foundation and use: **#InternationalCancerFoundation** and **#OneGlobalOncologyCommunity**

## **16. Reimbursement submission**

Reimbursement is processed only after the congress and after ICF has received and reviewed the complete documentation.

Recipients should submit their request preferably within four weeks after the congress as one combined PDF containing:

- Completed and signed Statement of Expenses form
- Itemised invoices and receipts
- Proof of payment, where required
- Flight e-ticket or rail ticket
- Boarding passes for all flight segments
- ESMO or congress Certificate of Attendance
- Private-car mileage details, where applicable



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- Shared-accommodation details, where applicable
- Any additional explanation requested by ICF

Only expenses for which reimbursement is requested should be included.

Documents must be clear, complete and legible. ICF may request further information where the nature, amount, route or purpose of an expense is unclear.

Each expense must normally be supported by an invoice, receipt or equivalent document showing the supplier, date, item or service, amount and currency.

Bank, credit-card or Wise screenshots may be submitted as proof of payment or the exchange rate used, but they do not normally replace the original invoice or receipt.

Unsupported or inadequately documented expenses may not be reimbursed.

## **17. Currency conversion and final reimbursement**

Expenses must be entered on the Statement of Expenses form in both the original currency and EUR.

Recipients should use the OANDA exchange rate applicable on the date each expense was purchased or paid. The final total must be stated in EUR.

The final reimbursement will be the lower of:

- The actual eligible expenses supported by documents
- The approved grant amount

Any unused balance is not paid to the recipient.

ICF may exclude or reduce expenses that are unsupported, unclear, unreasonable, ineligible, unrelated to congress attendance or already covered by another source.

## **18. Bank details and transfer charges**

Recipients must provide complete and accurate bank details for an account that can receive international bank transfers.

Recipients are responsible for confirming in advance with their bank that the account can receive an international transfer in EUR and for providing any information required for the payment.



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Depending on the country and account, ICF may require:

- Account holder's name
- Account number or IBAN
- Bank name and location
- BIC or SWIFT code
- Full residential address of the account holder
- Intermediary-bank information, where applicable

The account holder should normally be the grant recipient.

Bank transfer charges are shared between ICF and the recipient. ICF covers the charges applied by its own bank. Any charges applied by the recipient's bank or by intermediary banks are borne by the recipient and may be deducted from the amount received.

ICF cannot accept responsibility for delays, rejected transfers or deductions resulting from incomplete or incorrect bank details, an account that cannot receive international transfers, or charges applied by the recipient's bank or intermediary banks.

## **19. Insurance, cancellation and acceptance of the guidelines**

ICF does not provide medical, travel, accident, baggage or cancellation insurance.

Recipients are responsible for arranging appropriate insurance and complying with all passport, visa, immigration, health, entry, travel and congress requirements.

ICF cannot accept liability for visa outcomes, illness, injury, cancellations, missed connections, lost documents or baggage, personal losses or other incidents arising during travel or congress participation.

A recipient who is unable to attend must inform ICF immediately.

A grant cannot automatically be transferred to another person, congress, year or purpose. ICF may withdraw or reassign the grant.

Cancellation costs resulting from visa refusal, illness, changes in personal circumstances or failure to attend are not normally reimbursed.



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By accepting an ICF Travel Grant, the recipient confirms that they have read and accepted these guidelines.

## **20. Contact**

Questions about applications, visa support or reimbursement should be sent to:

[enquiries@internationalcancerfoundation.org](mailto:enquiries@internationalcancerfoundation.org)