

## HTAi Scholarship Application Form For HTAi Jill Sanders Memorial Scholarship and HTAi Education Scholarship

This Application form is to be completed by both the individual applicant and organizational sponsor. For details on program eligibility, processes and criteria, please consult the *HTAi Jill Sanders Memorial Scholarship Program Guideline* or the *HTAi Educational Scholarship Program Guideline* (available on the HTAi website <http://www.htai.org>).

### Section 1. For completion by the Organizational Sponsor

Please select which scholarship you are applying for:

- HTAi Jill Sanders Memorial Scholarship Program  
 HTAi Educational Scholarship Program

### Section 2. For completion by the Organizational Sponsor

#### ORGANIZATION PROFILE

Name of organization

Description of organizational mandate/activities related to HTA

#### CONTACT INFORMATION (REPRESENTATIVE OF ORGANIZATIONAL SPONSOR)

Name and title

Mailing address

Country of permanent residence

Country of current residence (if different)

Telephone number

Email address

Do you directly supervise the individual applicant?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, please describe relationship to individual applicant:

## ADDITIONAL INFORMATION

How did you hear about this scholarship program?
Are you or your organization a current member of HTAi (check one)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If 'no' to the previous question, were you aware of HTAi prior to hearing about this scholarship program? <input type="checkbox"/> Yes <input type="checkbox"/> No

## LETTER OF SUPPORT

The representative of the organizational sponsor is asked to provide a letter:

- Attesting to the individual applicant's competencies, skills and abilities related to HTA and their overall personal merits to be considered in the scholarship review process.
- Describe the sponsoring organization's interest in requesting support for the individual applicant to participate in the HTA-focused educational, fellowship, or internship program applied for.
- Describe how your organization might foster the individual applicant to apply the knowledge and skills gained in the scholarship program for the advancement of HTA in low or middle income countries. This may include, for example, the offer of a position of employment or study for the individual after completion of the program, mentorship of the applicant during or after the scholarship period, or by connecting the individual by sharing network contacts or making formal introductions of the individual to other health or HTA organizations where their skills and competencies can be applied to achieve the goal of increasing HTA capacity in LMIC. HTAi will consider a range of possible arrangements of support to the individual, depending on the sponsoring organization's nature and resources.

### Section 3. For completion by the individual applicant

## CONTACT INFORMATION

Name and title	
Mailing address	
Country of permanent residence	Country of current residence (if different)
Telephone number	Email address

## PROGRAM DESCRIPTION

<p>Are you registered and applying for scholarship support for an education program, fellowship or internship in the field of HTA? (check one)</p> <p style="text-align: center;"><input type="checkbox"/> Educational program                      <input type="checkbox"/> Fellowship                      <input type="checkbox"/> Internship</p>
<p>Program title and institution:</p>
<p>Contact person within the organization offering the HTA educational, fellowship or internship program:</p>
<p>Program dates</p> <p style="text-align: center;">Start date (mm/yyyy) _____                      Date of completion (mm/yyyy) _____</p> <p>Dates for which support is requested (if shorter than the program dates):</p> <p style="text-align: center;">From (mm/yyyy) _____                      To (mm/yyyy) _____</p>
<p>Please provide a general overview of the program requirements and describe the program's relevance to the field of HTA (e.g. what HTA-related content is included in the program):</p>

## CV AND QUALIFICATIONS

<p>Education (list relevant degrees, diplomas, certificates, etc.)</p>
<p>Employment history (list work history as relevant to HTA or related fields):</p>
<p>Other relevant experience or education:</p>
<p>Briefly describe how you encounter HTA in your current position (work/study):</p>

## STATEMENT OF INTENT

Describe your reasons for applying to this HTA educational/fellowship/internship program and how you plan to use the expertise obtained to advance HTA in low and middle income countries. (Maximum 500 words).

## PROGRAM COSTS

	Amount (indicate currency)
Tuition/program fees	
Travel cost	
Accommodation cost	
Other educational materials/equipment costs (specify):	
Other expenses (specify):	
<b>Total Program Costs</b>	
<b>Total Scholarship Amount Requested</b>	
List other sources of funding available to support your educational/fellowship/internship program (e.g. scholarship, fee waiver, remuneration, paid employment, personal savings, other):	

## ADDITIONAL INFORMATION

How did you hear about this scholarship program?
Are you or your organization a current member of HTAi (check one)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If 'no' to the previous question, were you aware of HTAi prior to hearing about this scholarship program? <input type="checkbox"/> Yes <input type="checkbox"/> No

#### Section 4. Agreement of Understanding

By signing below, the **organizational sponsor** (check all boxes):

- Agrees to foster and support, to the best of their ability, the individual applicant during and after program completion to apply the knowledge gained through this scholarship program to advance HTA capacity in low or middle income countries including, but not limited to, by the means described in the organizational Letter of Support.
- Agrees, where applicable, to grant adequate time away from any work or study requirements for the individual applicant to attend the HTAi Annual Meeting the June following the conclusion of the scholarship period to present his/her research produced and/or experience gained through the support of the scholarship program. (Funding support will be provided by HTAi to cover the travel and accommodation costs for participation in this event.)
- Confirms that the signatory has read and understood the *HTAi Scholarship Program Guideline (or Jill Sanders Scholarship Program Guideline, as appropriate)* and that the information provided in this application is truthful and accurate.

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Representative of organizational sponsor: \_\_\_\_\_  
(Sign or type full name above)

By signing below, the **individual applicant** agrees (check all boxes):

- To complete the educational/fellowship/internship program for which scholarship support is sought.
- To attend the HTAi Annual Meeting the June following the completion of the scholarship period to present a short report of the research undertaken and/or the experience gained through the program. (Funding support will be provided by HTAi to cover the travel and accommodation costs for participation in this event)
- That he/she intends upon completion of the program to apply, to the best of their ability, the knowledge and skills gained to advance HTA capacity in low and middle income countries.
- Confirms that he/she has read and understood the *HTAi Scholarship Program Guideline (or Jill Sanders Scholarship Program Guideline, as appropriate)* and that the information provided in this application is truthful and accurate.

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Individual applicant: \_\_\_\_\_  
(Sign or type full name above)

## Section 5. Application Submission Checklist

Please include the following supporting documents in the application package:

- Completed application form, signed by both the organizational sponsor and individual applicant.
- Letter of support from the organizational sponsor on organization letterhead.
- Written confirmation of acceptance/registration from the institution or organization offering the educational, fellowship or internship program.
- Documentation demonstrating the program costs and other eligible expenses, with original receipts included wherever possible.

Your completed application form along with all requested additional documentation are to be sent via email, fax or letter mail to:

### **HTAi Scholarship Programs - Applications**

HTAi Secretariat

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