Procedure to evaluate applications for EFLM bursaries to attend an EFLM event

Criteria for admission

Applicants should satisfy the following criteria:

- Be from an EFLM National Society Members;
- Be an EFLM Academy Member in order with the annual fee;
- Young participants (≤35y at the date of the event);
- Having an abstract accepted as First Author (if this modality is applied).

Completeness of the required documentation for admission (application form, copy of the ID or passport, document proving the membership to the National Society and EFLM Academy membership, notification of abstract acceptance, copy of the abstract) will be checked by the EFLM Office.

Evaluation process

The evaluation process of the applications for EFLM bursaries on occasion of EFLM event consists of two different levels of evaluation as follows:

1. **MANDATORY: blind evaluation of the abstract submitted for the EFLM event;**
2. **OPTIONALLY*: evaluation of the CV**
   *(*to be adopted in addition to the abstract evaluation, only in case of equal grades for candidates sharing the last place on the list. However, in case an event does not foresee the abstract submission, the evaluation of the CV represents the primary evaluation of the applications)*

1. The evaluation of the abstract
The panel in charge of the evaluation of the bursary's applications is composed of the at least three members of the C-ET or its WGs including the Committee Chair. All the members in charge of the evaluation are asked to evaluate ALL the applications, each evaluation will be summed up to obtain the final score for each application.

Names of authors at the abstract should be black out for the evaluation (double blind evaluation). The EFLM Office will prepare a file containing the abstracts (only one per applicant) without the indication of the authorship. To each abstract will be assigned an ID number.

2. The evaluation of the CV
The evaluation of the CV will be assigned to a member from the C-ET or its WGs who is not involved in evaluation of abstracts. However, in case an event does not foresee the abstract submission and the evaluation of the CV represents the primary evaluation of the applications, the panel in charge of the evaluation is the same as indicated at point 1.

FURTHER IMPORTANT NOTES

Applicants who already benefited of an EFLM bursaries are excluded from evaluation if the number of applications exceed the number of allocated bursaries.

Available bursaries can be allocated max one per country to the candidate with the best score among the applicants from the same country.

According to the EFLM Transparency Policy, all bursaries applicants' names, evaluation ranking and reasons for that ranking will be made available to every bursary applicant.

SCORING TABLE
The following weighting scale will be applied in evaluating applications.

A - Evaluation of the abstract		Max points
1.	The abstract is prepared according to the instructions for authors (according to the proposition prescribed by congresses/ conference committees).	2
2.	The title is in concordance with the aim and conclusions.	2
3.	The aim is clearly defined.	2
4.	List of subjects, material and methods is provided (the number of subjects, analysers, methods, manufacturer, and statistical analysis).	2
5.	Statistical analysis is in concordance with the data and the aim.	2
6.	Relevancy of data presentation (results are shown with numerical data including P-values and confidence intervals-if applicable)	2
7.	The conclusions follow the results.	2
8.	The conclusions are in concordance with the aim (presented as the answer to the aim of the study).	2
9.	The abstract present original work.	2
	Max total points for the abstract per one evaluation	**18**

B - Evaluation of CV*		Number	Max points
10.	Poster abstracts at national educational events	1-5	1
		≥ 6	2
11.	Poster abstracts at international educational events	1-3	1
		≥ 3	2
12.	Author have published the manuscript in scientific journal with international peer reviewing	1-3	1
		≥ 3	2
13	Awards (dean's award, rector's awards, national society awards)**	Each 0,25	
14	EFLM/IFCC awards**	Each 0,5	
25	EFLM/IFCC officer (past or present)	Yes	1

*Only from the last five years
**Scanned documentation should be added to the application. Travel grants and bursaries are excluded.

For events with abstract submission: Max score for the abstract = 18x3   Max score for the CV = 7+y (y=awards)
For events without abstract submission: Max score for the CV = (7+y)x3 (y=awards)