

Council Meeting 2016 Grant Program FAQs

Q: What is the purpose of Council Meeting grants?

A: The Council Meeting Grant Program is designed to promote representation of NMDP/Be The Match Network partners, while continuing good stewardship of NMDP/Be The Match financial resources.

Q: How many grant allotments will Network centers receive?

A: Network Centers that meet a minimum level of activity will be awarded grants to attend Council Meeting 2016. The number of grants allocated to a Network Center will be based on their volume of activity conducted, based on FY 2015 NMDP/Be The Match data. Centers that did not meet a minimum level of activity are still encouraged to attend Council Meeting, but will not receive a grant.

Q: How were the grant amounts determined?

A: Council Meeting expenses for airfare, hotel and registration fees were analyzed for domestic and international centers to determine grant allotment amounts for 2016. Refer to your individual allocation letter for number of grants and the amounts.

Q: How was the volume of activity determined? What center “activities” count toward the grant allotment determination?

A: The combined annual 2015 NMDP volume of activity from each of these center types was used to determine the grant allotments:

- Apheresis Centers/Collection Centers (AC/CC): # of collections performed
- Cord Blood Banks (CBB): # of cord blood units shipped
- Cooperative Registries: # of transplants, workups facilitated and/or cord blood units shipped
- Donor Centers (DC): # of workups facilitated
- Transplant Centers (TC): # of transplants performed

Q: How do centers determine who should use the grant(s) and attend from our center?

A: Each center receiving a grant(s) has the flexibility to determine how their grant funds are allocated, though one person per grant allotment must register and attend the meeting to claim each grant. If a center receives multiple grants, NMDP/Be The Match asks that these partners send attendees from multiple center types. Multi-center partners are strongly encouraged to send attendees from each corresponding center type (AC, CC, DC, CBB, RC, TC) as applicable, to provide a broad representation and opportunity for learning across the organization.

For example: If your center is a combination DC/RC/TC and you receive two grants, NMDP/Be The Match encourages you to send a **minimum** of two staff representing **different** center types, e.g., a Transplant Center and a Recruitment Center representative.

Q: We are a new contract center in 2016. Will we receive a grant allotment to attend Council Meeting?

A: Yes, Network Centers that signed a new contract in FY2016 will receive one “welcome grant” to attend Council Meeting based on the fact that there is not a complete year of data to support FY15 volume of activity from that center.

Q: How and when does the Council Meeting grant payment occur?

A: Prior to attending Council Meeting 2016, attendees are asked to complete the online Grant Reimbursement Form. NMDP/Be The Match awards grants to Network Centers based on the number of staff that attend, corresponding to the number of grants each center is allotted. **Grant recipients are expected to attend the entire meeting from Friday morning through the Saturday sessions to qualify for the grant payment. Meeting attendance is verified through the mobile meeting app, or (if you do not have a smart phone) by checking out at the registration desk Saturday from 4-6 pm.**

Important Dates for the Online Grant Reimbursement Form:

- **September 15, 2016 – New in 2016!** Attendees must submit their online Grant Reimbursement Form by this date in order to have their check available for pick up at Council Meeting.
- **September 16 – November 30, 2016** – Applications received during this time will be processed—and payments mailed to your center—after Council Meeting.
- **November 12, 2016** – Check out via the mobile app or in-person at the registration desk from 4-6 pm to validate your attendance as a part of the grant guidelines.
- **November 30, 2016** – Last day to submit a grant application. No applications will be accepted after this date.

Payment Distribution:

- **New in 2016:** Attendees from U.S. centers who submit the online Grant Reimbursement Form by September 15, and meet all requirements, will have the opportunity to pick up their check at the registration window between 4-6 pm on Saturday, Nov. 12. (If you are unable to pick up your check, it will be mailed to your center once your attendance is validated.)
- Attendees from U.S. centers who submit the online Grant Reimbursement Form between September 16 and November 30, and meet all the requirements, will receive their check by mail after the conference.
- Attendees from International (non-U.S.) centers who submit an online Grant Reimbursement Form before November 30, and meet all the requirements, will receive payment via wire transfer after the conference.

Please Note:

- If you submit the online Grant Reimbursement Form by September 15, 2016, your center’s check will be available for pick up onsite.
- **No** applications will be accepted after November 30, 2016.
- NMDP/Be The Match **does not** make grant reimbursements out to individuals. **Reimbursements are made to centers only.**

Q: How do I apply for the grant payment?

A: Once registration opens in June, the online Grant Reimbursement Form link will be provided to you as part of the confirmation email. The online link will also be posted on the Council Meeting website. Once your online Grant Reimbursement Form has been successfully submitted, you will receive a confirmation email (This is a separate communication from the registration confirmation email.)

Q: What should the grant allocation be used for?

A: Grant allocations are intended to be used toward expenses associated with Council Meeting, including airfare, hotel, registration fees, meals outside of conference times, and ground transportation. Centers will receive their grant payment after the meeting based on the actual number of registrations that correspond with their grant allotment. One person per grant allotment must register and attend the entire meeting to claim each grant.

Q: Do I need to stay for the whole meeting to receive my grant?

A: Yes, grant recipients are expected to attend the entire meeting from Friday morning through Saturday sessions to qualify for a grant reimbursement.

Q: Will my hotel expenses be covered on an NMDP/Be The Match master bill?

A: No, there will not be a master hotel bill. All attendees are responsible for making their own hotel reservations and providing a credit card to hold their reservation. The hotel charges for Council Meeting will remain on your credit card upon checking out. Hotel costs should be considered an expense to be reimbursed with the grant payment provided to your center upon verification of attendance.

Once registration opens, attendees are encouraged to make hotel reservations within the NMDP/Be The Match Council Meeting room block at the Hilton Minneapolis to take advantage of the early-bird hotel rate of \$159 plus taxes per night. Please note discounted rooms in our block of inventory are available on a first-come, first-serve basis.

Q: Can I book my own airfare or do I need to use the NMDP/Be The Match travel agency to book my flight arrangements to Council Meeting?

A: Attendees can book their own flights OR they can contact NMDP/Be The Match Travel to make airfare arrangements. Attendees must provide a credit card to book their airfare reservation. The grant allotment to your center includes consideration for airfare costs.

Attendees can contact NMDP/Be The Match travel agents at (800) 356-1012 or (612) 627-8108 between 8 a.m. and 5 p.m. Central Time for assistance with your airfare arrangements. Airfare can be booked prior to registration opening in June.

Q: If the Council Meeting costs amount to less than the one grant allotment provided to our center, will I receive the full grant amount? Can we use the grant funds to send more than one person?

A: Yes, if your Council Meeting costs amount to less than one grant allotment, the center will still receive the full grant amount. Additional funds can be applied toward additional staff attending Council Meeting or used for other educational purposes at the center.

Q: If my center receives three grants, how many people can I send?

A: You will need to send a minimum of three attendees from your center to receive the three grant allotments. You can also be flexible with the funds and pool the resources to send additional staff with the grant funds, as long as the center meets the minimum attendees per their grant allotment.

Q: Why didn't my center qualify for a grant or more grants?

A: Network centers were awarded grants to attend Council Meeting based on their volume of activity conducted with NMDP/Be The Match in FY2015. Centers that did not meet the minimum level of activity did not receive a grant, but they are still welcome and encouraged to attend Council Meeting.

Q: Will the grant allotment cover all my Council Meeting expenses?

A: An average cost analysis of Council Meeting expenses for airfare, hotel and registration fees was used to determine the grant allotment amounts for 2016. Based on past expenses, the majority of attendees should be able to cover most of their travel and meeting expenses with the grant reimbursement awarded to centers.

For more information on the Grant Program or Council Meeting, contact:
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