

# COUNCIL MEETING

November 9-10, 2018 • Hilton Minneapolis

## 2018 Grant Program

The Council Meeting Grant Program is designed to promote representation of the National Marrow Donor Program® (NMDP)/Be The Match® Network partners at the annual Council Meeting. The number of grants allocated to a Network Center is based on FY17 center volume of NMDP/Be The Match-related activity, with a minimum activity level required.

### Grant Funds

Grant allocations are intended to be used toward expenses associated with Council Meeting, including airfare, hotel, registration, meals outside of conference times, and parking/mileage. The majority of attendees should be able to cover most of their travel and meeting expenses with the grant reimbursement award. If attendee costs amount to less than the grant allotment, the center will still receive the full grant amount.

Each center receiving a grant(s) has the flexibility to determine how their grant funds are used, though one person per grant allotment must register and attend the meeting to claim each grant. If a multi-center partner receives multiple grants, centers should send attendees from a variety of center types to provide a broad representation and opportunity for learning across the entire organization.

### Grant Requirements

Grant recipients are expected to attend the entire meeting from Friday morning through the final Saturday educational sessions to qualify for the grant reimbursement. To verify meeting attendance, attendees must pick up their registration packet -- and then scan their badge at the registration area on Saturday, Nov. 10, 2018, between 4-6 pm or after the dinner event.

### Grant Payment

To request payment, attendees need to complete the [Grant Reimbursement Form](#). Once the form has been submitted, the attendee will receive a confirmation email. Once attendance is verified, the payment will be processed according to the timelines in the Important Dates section above. Reimbursement will be made payable to the center, not an individual. **Grant reimbursement forms will be not be accepted after Nov. 28, 2018.**

### Important Grant Dates

- **Sept. 14:** Deadline to submit Grant Reimbursement form for earlier payment processing. U.S. centers can pick up checks on Nov. 10. International centers will receive a wire transfer payment in January.
- **Sept. 16 - Nov. 28:** U.S. and international center forms received during this time will have checks mailed or wire transfers sent after Council Meeting.
- **Nov. 10:** All grant recipients must scan their badge between 4-6 pm or after the dinner event to validate meeting attendance and qualify for reimbursement.
- **Nov. 28:** Last day to submit Grant Reimbursement Form to receive 2018 reimbursement.

***Grant reimbursement forms  
will not be accepted after Nov. 28, 2018.***

For more information on the [Grant Program or Council Meeting](#), email [councilmeeting@nmdp.org](mailto:councilmeeting@nmdp.org).