

## Council Meeting 2018 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 2018. The number of grants allocated to a Network Center will be based on their volume of NMDP-related activity conducted, based on FY2017 NMDP/Be The Match data. Centers that did not meet a minimum level of activity are still welcome and 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 registration and transportation fees were analyzed for domestic and international centers to determine grant allotment amounts for 2018. 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 2017 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
- Cooperative Registries (COOP): # of transplants, workups facilitated and/or cord blood units shipped
- Cord Blood Banks (CBB): # of cord blood units shipped
- Donor Centers (DC): # of workups facilitated
- Recruitment Centers (RC): # of donors recruited online and in the field
- Transplant Centers (TC): # of transplants performed

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

A: Network centers are awarded grants to attend Council Meeting based on their volume of activity conducted with the NMDP/Be The Match in FY2017. Centers that do not meet the minimum level of 10 activities will not receive a grant, but are still welcome and encouraged to attend Council Meeting.

**Q: How do centers determine who should use the grant(s) and attend from a 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 advises these partners to send attendees from multiple center types. Multi-center partners are strongly encouraged to send attendees from each corresponding center type (AC, CC, Cooperative

# COUNCIL MEETING

November 9-10, 2018 • Hilton Minneapolis

Registries, CBB, DC, RC, TC) as applicable, to provide a broad representation and opportunity for learning across the organization.

*For example: If your center is a combination AC/CC/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., an Apheresis Center and a Transplant Center representative.*

**Q: We are a new contract center in 2018. Are we eligible to receive a grant allotment to attend Council Meeting?**

A: Network Centers that signed a new contract between August 1, 2017, and July 31, 2018, will receive one “welcome grant” to attend Council Meeting based on the fact that there is not a complete year of data to support FY17 volume of activity from that center.

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

A: Prior to attending Council Meeting 2018, attendees should 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 though the final educational session on Saturday to qualify for the grant reimbursement. In order to verify meeting attendance, grant recipients will need to scan their badge at the Registration area on Saturday, Nov. 10, between 4-6 pm or after the dinner event.**

**Important Dates for Grant Reimbursements:**

- **September 14, 2018 – Onsite Grant Reimbursement Pick Up:** Attendees must submit their online grant reimbursement form by Sept. 14, 2018, in order to have their reimbursement check available for pick up onsite during Council Meeting. (*onsite check pick up only available to domestic centers*)
- **September 15-November 28, 2018** – Reimbursement forms received during this time will be processed and payments will be mailed to your affiliated center AFTER Council Meeting in late December or January.
- **November 10, 2018** – Scan your badge on Saturday, Nov. 10, between 4-6 pm or after the dinner event to validate your full meeting attendance per the grant guidelines.
- **November 28, 2018** – Last day to submit an online grant reimbursement form. No 2018 reimbursement forms will be accepted after this date.

**Payment Distribution:**

- Attendees from domestic centers who submit an online grant reimbursement form by Sept. 14, and meet all program requirements, will have the opportunity to pick up their check near the registration area on Saturday, Nov. 10 between 4:30-5:30 pm. If you are unable to pick up your check, it will be mailed to the center once attendance is validated.

# COUNCIL MEETING

November 9-10, 2018 • Hilton Minneapolis

- Attendees from domestic centers who submit an online grant reimbursement form between Sept. 15 and Nov. 28, and meet all the requirements, will receive their check by mail after the meeting.
- Attendees from international (non-U.S.) centers who submit a grant reimbursement form, and meet all the requirements, will receive payment via wire transfer in January.

**Please Note:**

- No grant reimbursement forms will be accepted after Nov.28, 2018.
- NMDP/Be The Match **does not** provide grant reimbursements to individuals.

**Reimbursements are made to network centers only.**

**Q: How do I apply for the grant payment?**

A: The link to the grant reimbursement form will be posted on the Council Meeting website and can be accessed here: [Online Grant Reimbursement Form](#). Once your grant reimbursement form has been submitted, you will receive a 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 registration fees, airfare, hotel, meals outside of conference times, and parking or mileage. Centers will receive their grant reimbursement 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 the final educational session on Saturday to qualify for the grant reimbursement. Also, grant recipients must check out at the registration desk after the last educational session Saturday.

**Q: Do I need to book my airfare through the NMDP/Be The Match travel agency?**

A: Grant recipients are encouraged to book their flight through the NMDP/Be The Match travel agency. Attendees must provide a credit card to book their airfare reservation. The grant allotment to the center includes consideration for airfare costs. Airfare costs should be considered an expense to be reimbursed with the grant payment provided to your center upon verification of attendance.

Attendees can contact NMDP/Be The Match travel agents to book airfare at (866) 783-5251 or +1 (763) 852-5625 between 8 a.m. and 5 p.m. Central Time. Airfare can be booked prior to registration opening in June.

# COUNCIL MEETING

November 9-10, 2018 • Hilton Minneapolis

**Q: If the Council Meeting costs amount to less than the 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: If Council Meeting costs amount to less than the 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 affiliated 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: Will the grant allotment cover all my Council Meeting expenses?**

A: An average cost analysis of Council Meeting expenses for airfare, hotel, registration, and ground transportation was used to determine the grant allotment amounts for 2018. Based on past expenses and travel industry trends, the majority of attendees should be able to cover the majority of their travel and meeting expenses with the grant reimbursement awarded to centers.

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