

**Chapter 12**  
**Proposals for New Projects**

## 12. PROPOSALS FOR NEW PROJECTS

One of the benefits of IFCC Membership is the ability to propose and contribute to new projects. The following may submit proposals for new projects:

- Full Members
- Corporate Members
- Affiliate Members

New project proposals may be on any topic related to laboratory medicine preferably that has a global dimension. Project proposals may be scientific, clinical, educational or promotional in nature with the potential to benefit the quality and/or profile of clinical chemistry and laboratory medicine in healthcare. The final product of an IFCC project will normally be a published document (e.g. scientific article, practice guideline) or a product that can be used and evaluated by a wide audience (e.g. reference material, course, programme, website).

Since IFCC has limited resources for new projects all new proposals need to be assessed and scored. Therefore, a mechanism for making project proposals has been adopted.

### 12.1. Mechanism for Proposing New Projects

Proposals for new projects must be submitted on a Project Proposal Form. For all projects other than those targeted at the Scientific Division the appropriate form may be downloaded from the “Executive Board and Council” section of the IFCC website ([www.ifcc.org](http://www.ifcc.org)).

Proposals targeted at the Scientific Division should use a slightly modified form that is available from the ‘Scientific Division’ section of the same website. The Project Proposal Form requires the following information:

- Title of project
- Details of applicant (IFCC Member)
- Aims of project (general overview)
- Objectives (specific proposals)
- Background to problem being addressed by project
- Proposed plan of action
- Users or beneficiaries of the product resulting from the project
- IFCC functional unit to undertake the project (e.g. Division, Committee, Working Group)
- International or regional organisations that could be partners
- Financial requirements of the project (estimate of cost plus any potential sources of income)
- Key personnel who could be involved in the project
- Experts who could act as referees of the project proposal.

The completed Project Proposal Form should be forwarded either to the Secretary of the IFCC Executive Board or to the Chair of the appropriate IFCC Division. Specific contact addresses are available either from the IFCC website or from the IFCC Office ([ifcc@ifcc.org](mailto:ifcc@ifcc.org)). All submitted proposals will be evaluated by the IFCC Division and/or Executive Board using a standard evaluation form. External referees may be invited to assist with the evaluation process. The evaluation will assess the validity of the proposal, its relevance to IFCC, the likelihood of a positive outcome and its value for money. Applicants will be informed of the outcome of the evaluation as soon as possible. Successful applications will be approved subject to adequate finance being available. Approved projects that require financial support will be submitted to a budget setting meeting. These meetings normally occur in November each year in order to support a project starting at the beginning of the following year.