International Development and Education Award (IDEA) in Palliative Care

2016 Request for Applications (RFA)

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Last Updated: September 23, 2015

THE CONQUER CANCER FOUNDATION
The Conquer Cancer Foundation is a 501(c)(3) not-for-profit organization that is working to create a world free from the fear of cancer by funding breakthrough research, by sharing knowledge with physicians and patients worldwide, and by supporting initiatives to ensure that all people have access to high-quality cancer care. Working in close collaboration with a global network of top scientists and clinicians, as well as leading advocacy and research organizations, the Foundation draws on the passion and expertise of the more than 35,000 oncology professionals who are members of its partner organization, the American Society of Clinical Oncology (ASCO).
Purpose

The International Development and Education Award in Palliative Care (IDEA-PC) provides medical education in palliative care, assists with career development, and helps establish strong relationships with leading ASCO members in the field of palliative care who serve as scientific Mentors to each recipient. IDEA-PC Recipients are expected to share the knowledge and training they receive through the program with colleagues in their home countries once they return.

The IDEA-PC program enables Recipients to attend sessions at the ASCO Annual Meeting that address symptom management, communication, end-of-life care, and other relevant topics. The program also includes a visit to the Mentor’s U.S. or Canadian institution to experience palliative care performed in a multidisciplinary environment, and provides an opportunity to cultivate long-term professional relationships that will help improve palliative care in the Recipients’ home countries.

Award

The number of Awards in each funding cycle is not predetermined by The Conquer Cancer Foundation (CCF). Awards are given based on individual merit and availability of funds. The Award will provide each Recipient with the following:

**ASCO Member Mentor**
- An ASCO member in the U.S. or Canada who volunteers to serve as a Mentor and is matched to an IDEA-PC Recipient based on shared professional and scientific interests.
- The Mentor helps the Recipient navigate the Annual Meeting, hosts Recipient at their institution, and serves as a professional contact for Recipient after he or she returns home.

**ASCO Annual Meeting**
- Complimentary registration for the Annual Meeting, including guaranteed attendance at one ticketed session of the Recipient’s choice.
- Economy-class airfare to and from the Annual Meeting (arranged by ASCO).
- Hotel room charge and tax, up to 6 nights, during the Annual Meeting (arranged by ASCO).
- Per diem stipend for meals and ground transportation.

**Extended Tour Award (ETA)**
- Economy-class airfare to/from the Mentor’s institution (arranged by ASCO).
- Hotel room charge and tax, up to 4 nights, during the ETA (arranged by ASCO).
- Per diem stipend for meals and ground transportation.

**Other**
- Up to $1,000 reimbursement for Recipients who must travel outside their country in order to obtain a U.S. visa.
- Three years of complimentary membership with ASCO (subject to approval), which includes a subscription to the *Journal of Clinical Oncology*.

The Award is not intended to completely cover all travel or daily expenses during a Recipient’s trip. For example, the Award does not cover medical care, medical insurance, travel insurance, taxes, gratuities (tips), phone calls, laundry, Internet service, in-room movies, etc. The Recipient is financially responsible for all expenses not explicitly covered by the IDEA-PC and ETA Awards.
Eligibility Criteria

Applicants must meet the following criteria in order to apply for the International Development and Education Award in Palliative Care:

1. Applicants must have a current passport that does not expire before December 2016.

2. Applicants must be a current resident of a country classified by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income, and have limited resources to attend the ASCO Annual Meeting (see Page 12 for a list of low- and middle-income countries).

3. As of June 1, 2016, applicants cannot have received more than one academic year of “formal training” (for instance, attended medical school, participated in internships, fellowships, or residency programs) in a country classified by the World Bank as High-Income (see Page 13 for a list of high-income countries).

4. Applicants must be a Full Member, Member in Training, or International Corresponding member of ASCO; or willing to submit an application for ASCO membership in one of these categories as part of the IDEA-PC application process:
   - Full Member — Available to experienced licensed physicians or other health professionals of any nation who devote a majority of their professional activity to cancer patient care and/or research or education in the biology, diagnosis, prevention or treatment of human cancer.
   - Member in Training — Available to health professionals having an MD, DO, PhD, PharmD, or other doctoral degree, who are participating in a subspecialty training program in oncology or another field that would lead to eligibility for Full Membership or Allied Physician/Doctoral Scientist.
   - International Corresponding Membership — Available to experienced physicians who are eligible to be a Full Member, and reside in a nation classified by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income.

   *Note:* Applicants who are not already members of ASCO must submit a membership application in order to be considered for IDEA-PC. Applicants are not required to submit payment for membership dues as part of IDEA-PC but, if selected for ASCO membership and not selected to be an award recipient, will be given the opportunity to decide whether they wish to pay the membership dues in order to join ASCO.

5. Applicants must have a demonstrated interest in integrating palliative and supportive care into his/her institution. This may be shown by attending courses on the topic, participating in related clinical activities, etc.

6. Applicants cannot have previously attended more than one ASCO meeting in the past five (5) years (including the Annual Meeting, Breast Cancer Symposium, GI Symposium, or GU Symposium).

7. Applicants must be less than ten years past your oncology program training.

8. Applicants must be fluent in English (both writing and speaking).

Although applicants are not required to submit an abstract for the 2016 ASCO Annual Meeting, applicants who do submit an abstract – particularly an abstract related to palliative care – will be given the strongest consideration.
Interested parties who meet the eligibility requirements for both the International Development and Education Award (IDEA) and the International Development and Education Award in Palliative Care (IDEA-PC) are welcome to apply for both programs. However, those who apply to both programs are able to participate in only one program – either IDEA or IDEA-PC.

The ASCO IDEA-Palliative Care Working Group reserves the right to evaluate and determine applicants’ eligibility based on the information and justifications included in the application materials.

**Key Dates**

October 1, 2015 ................................. IDEA in Palliative Care (IDEA-PC) application period opens

January 6, 2016 ................................. Deadline to submit IDEA-PC application (5:00 PM Eastern Time)

February 2016 (TBD) ......................... Abstract deadline for 2016 ASCO Annual Meeting

Feb 25-Mar 1 ................................. Finalists contacted by members of IDEA-PC Working Group

Mid-March ................................. Recipients announced (*begin application process for U.S. visa*)

Mid-March (after notification) .............. Deadline to accept/decline IDEA-PC

March 18-20 ................................. Mentor/recipient matches announced (*begin application process for Canadian visa, if necessary*)

May 1 ................................. Deadline for recipients to arrange U.S./Canadian visas

June 1 ................................. IDEA-PC recipients arrive to U.S.

June 2 ................................. Tour of U.S. cancer center for IDEA and IDEA-PC Recipients

June 3 – 7 ................................. 2016 ASCO Annual Meeting (Chicago, Illinois)

June 8 – 10 ................................. Extended Tour Award – visit Mentor’s institution (U.S./Canada)
Application Details

All applications must be submitted in accordance to the requirements and instructions of this Request for Applications (RFA). All application materials must be in English and must be submitted online in the Easygrants system.

Applicants are encouraged to start their application early due to the complexity of the online application process. To initiate an application, go to https://grants.conquercancerfoundation.org. If you have previously used Easygrants to apply for an award from The Conquer Cancer Foundation, your login information will be the same. If you are a past award recipient, you will already have an Easygrants account and should use that same account. Send an email to grants@conquercancerfoundation.org if you need your password reset.

The full application must be submitted by 5:00 PM Eastern Time on Wednesday, January 6, 2016. No late applications will be accepted.

Technical Requirements

**EasyGrants**
If you already have an Easygrants account, your Login ID is your email address. If you do not have an Easygrants account, applicants will need to register for one on the Easygrants website. This system is separate from the ASCO member database.

**Pop-Ups**
Easygrants uses pop-up windows to display some files. Please make sure that your Web browser allows pop-ups for Easygrants.

**Cookies**
Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies from the Easygrants site – view system requirements.

**PDF**
Easygrants uses PDFs extensively – download the free Adobe Reader.

2016 IDEA in Palliative Care Application

The 2016 IDEA-PC application includes the following mandatory components (see below for a description of each component beginning on Page 6):

A. Contact Information
B. Personal Statement
C. Applicant Information
D. Biographical Sketch
E. Senior Oncologist (or Palliative Care specialist) Letter of Recommendation
F. Institutional Approval
A. Contact Information

This section requests contact information about the Applicant, including:

- Name

- Institution Information
  
  Click the “Select” button, enter the name of your institution in the pop-up window, and click “Find.” If you see your institution listed, click “Save.” If you do not see the name of your institution, type it again in the box provided.

  - **EIN/Tax ID**
    - Type N/A (using capital letters)

  - **City**
    - Type the city where your institution is located

  - **State/Province**
    - Select N/A in the drop-down list

  - **Country**
    - Select your country in the drop-down list

  - **Type**
    - Select the option that best describes your institution (Academic, Business, Government, or Non-Profit)

- Medical Degree/Licensure
  
  Select your degree using the drop-down list. If your degree is not listed, you may select “Other.”

- ASCO Member ID
  
  Enter your ASCO member ID number, or your temporary ID number, or write “pending” if you are in the process of submitting a membership application. As stated in the Eligibility Criteria, applicants who are not already a current member of ASCO must apply for ASCO membership as part of the IDEA-PC application process. You must be eligible to become a Full Member, Member in Training, or International Corresponding member of ASCO. Go to [http://benefits.asco.org](http://benefits.asco.org) to apply for ASCO membership. If your membership application has not been received before **January 6, 2016**, your application for IDEA-PC will not be considered.

  Applicants are not required to submit payment for membership dues as part of IDEA-PC but, if selected for ASCO membership and not selected to be an award recipient, will be given the opportunity to decide whether they wish to pay the membership dues in order to join ASCO. Applicants who are selected for IDEA-PC will receive three years of complimentary (free) membership dues.

- Date you completed, or will complete, your final medical subspecialty (oncology) training program

- Date you began your initial full-time faculty appointment
  
  Check the “N/A” box if you are not a faculty at your institution.

- Address
  
  Click the “Add” button to enter your address. Check the “Primary” box if this is your preferred mailing address. You may enter more than one address (for example, a business address and a home address), but you must check the “Primary” box for one of the addresses.

- Phone and Fax
  
  Click the “Add” button to enter your phone number. Check the “Primary” box if this is your preferred phone number. You may enter more than one number (for example, a business number and a mobile number), but you must check the “Primary” box for one of the numbers.
B. Personal Statement

Your Personal Statement must be written in English. This statement must be your original thoughts and words, and provide as many details as possible. The Personal Statement is your opportunity to explain why the review committee should select you for the award. **Make sure to demonstrate your palliative care interest and experience in each section of the Personal Statement.**

Click the “Add” button to enter text for each required section, or the “Edit” button if you have previously started entering text.

The Personal Statement includes the following sections:

1. **Background** – Provide an overview of your oncology background, including palliative care activities, and a general description of oncology and access to supportive care services in your region of the world.

2. **Specific Objectives** – State concisely and realistically how attending the Annual Meeting and being mentored by an ASCO member who specializes in palliative care at a cancer center in the United States or Canada will impact your work and oncology in your country/region. List specific objectives that you wish to accomplish while participating in the program.

3. **Future Plans** – Dissemination of the knowledge you gain is an important element of the IDEA-PC program. State how you will apply what you learn during the Annual Meeting and the time spent with your mentor at a U.S./Canadian cancer center. Provide examples of lectures, meetings, and any other future plans related to palliative care that you will carry out after returning to your home country.

C. Applicant Information (Uploads)

In the “Uploads” section, click the “IDEA-PC – Applicant Information” link to download a form that requests additional information, including:

- Date of Birth
- Gender
- Passport Number & Expiration Date
- Nationality/Citizenship
- U.S. Visa Information *(if applicable)*
- Current Primary Activity (In Training, Practicing, or Research)
- Primary Specialty/Disease Site Focus
- English Proficiency Level
- Current Research Funding *(if applicable)*
- Attendance at past ASCO meetings *(if applicable)*
- Information about Abstract submission for ASCO’s 2014 Annual Meeting *(if applicable)*

After you have finished filling out this form, save it on your computer and **upload** it to the Easygrants system.
D. Biographical Sketch (Uploads)
In the “Uploads” section, click the “IDEA-PC – Biosketch” link to download a template for your biographical sketch. You will need to enter information about your Education/Training and Work Information. Be sure to include information that demonstrates your interest and experience in palliative and supportive care (for example, attending courses on this topic).

If you have no published articles, you may enter “N/A” in Section B. If you have no research experience, you may enter “N/A” in Section C. If you have not attended or lectured at any conferences, you may enter “N/A” in Section D. If you are not involved with any professional societies, such as your local or national oncology society, you may enter “N/A” in Section E.

After you have finished filling out this form, save it on your computer and upload it to the Easygrants system.

E. Senior Oncologist (or Palliative Care specialist) Letter of Recommendation (Uploads)
In the “Uploads” section, click the “IDEA-PC – Letter of Recommendation” link to download a template for your Letter of Recommendation. You must identify a Senior Oncologist (or Palliative Care specialist) who is willing to submit a letter of recommendation in support of your participation in the IDEA-PC program. It is preferable, but not required, that your Senior Oncologist (or Palliative Care specialist) is an ASCO member, and that (s)he resides in the same country as you. Please select someone who has known you for several years, is familiar with the quality of your work, and understands the importance of your attendance at the ASCO Annual Meeting (as it relates to your institution, your patients, and your country).

- You may choose a past IDEA or IDEA-PC recipient to serve as your Senior Oncologist (or Palliative Care specialist).
- If you are currently enrolled in an oncology or palliative care training program, the Letter of Recommendation must be written by be the Director of your Training Program.

Provide the Letter of Recommendation form to your Senior Oncologist (or Palliative Care specialist). Your Senior Oncologist (or Palliative Care specialist) must use this form for your Letter of Recommendation. The form addresses the relationship between the applicant and Senior Oncologist (or Palliative Care specialist), how participation in the IDEA-PC program will impact the applicant and enhance palliative care services at his/her institution or in his/her country, and the opportunities the applicant will have to disseminate the information learned upon returning home.

After the Senior Oncologist (or Palliative Care specialist) has completed the form, s/he should print and sign the form and give it back to you. You will need to scan the signed form, save it on your computer, and upload it to the Easygrants system.

F. Institutional Approval
In the “Uploads” section, click the “IDEA-PC – Institutional Approval” link to download a template that will be completed by your Institutional Approver (for example, the Chair of your Department, or the Director of your Institution). This person must affirm that all information included in the application is accurate and true to the best of their knowledge; and that, if selected, the applicant has the support of the institution to participate in the IDEA-PC program.

Provide the Institutional Approval form to the person who will serve as your Institutional Approver. After the Institutional Approver has completed the form, s/he should print and sign the form and
give it back to you. You will need to scan the signed form, save it on your computer, and upload it to the Easygrants system.

After all sections of the application have been completed, the applicant will have an opportunity to review the entire application by clicking the “View PDF” button in the Review and Submit section. Once the applicant is completely satisfied with his/her application, s/he must click the “Submit” button. The “Submit” button will appear only after all sections of the application have been completed.

In order to be considered, applications must be complete and submitted prior to 5:00 PM EST Wednesday, January 6, 2016.

Selection Process

Every completed application is reviewed and graded by two members of the IDEA-PC Working Group, which consists of seven ASCO member volunteers from around the world. Points are awarded using a 9-point scale, with 1 being “Exceptional,” and 9 being “Poor.”

Graders will carefully review the CV to make sure the applicant meets the eligibility criteria, specifically noting whether the applicant has fewer than 10 years of experience in oncology; assess how important receiving the IDEA-PC award would be for the applicant’s career development; and evaluate the applicant’s accomplishments as an indicator of future potential.

Graders will also review the personal essays, taking into consideration the applicant’s objectives for attending the Annual Meeting and receiving the Extended Tour Award (ETA), as well as the applicant’s stated plan for sharing the knowledge gained upon returning home.

Finally, graders will assess the overall quality of the application, considering factors such as the recommendation letter submitted by the applicant’s Senior Oncologist (or Palliative Care specialist), level of English proficiency, the level of need for this award in order to attend the Annual Meeting (i.e., lack of access to other funding), and whether the applicant submitted abstract for the ASCO Annual Meeting.

The scores submitted by each grader are combined to form an average score for the application. The top-scoring applications will be further evaluated by the Working Group in order to select the prospective recipients. In order to ensure diverse representation among the finalists, the Working Group may take other factors into consideration, including oncologic specialty, primary activity (researchers vs. practitioners), country, or gender.

In late-February, the finalists will be called by a member of the IDEA-PC Working Group in order to find out whether they are still interested in participating in the IDEA-PC program, whether they have experienced any changes in their personal or professional life that may affect their ability to participate in the program, and to assess their ability to speak and comprehend English. The group of Recipients will be finalized after the calls have been placed.
Award Notification

All applicants will be notified of their selection status in mid-March 2016 (tentatively March 10, 2016). The applicants selected to receive the Award will have five (5) days to decide whether they will accept or decline the Award. In the event a Recipient declines the Award, an alternate will be contacted and offered the Award. All Award decisions are communicated via email and are final.

Terms & Conditions

Applicants chosen to receive the International Development and Education Award in Palliative Care (IDEA-PC) must accept and comply with the following terms and conditions:

**Passport / Visa Information**

- Each Recipient must possess a passport that is valid at the time of anticipated travel, and remain valid for 6 months after entering the United States. If the passport has an expiration date before December 1, 2016, the Recipient must renew the passport before applying for a U.S. visa, and is responsible for paying any fees associated with renewing the passport.

- Each Recipient will begin the process of applying for a U.S. visitor (B1/B2) visa immediately upon receiving the IDEA-PC Award. For more information on the visa application process, visit the U.S. State Department website (http://travel.state.gov/visa/visa_1750.html) or contact the nearest United States Embassy or Consulate. ASCO is not responsible for providing visa assistance for travelers (e.g., a spouse or child) who are accompanying the Recipient to the United States.

- For Recipients who need to apply for a U.S. visitor (B1/B2) visa, ASCO will reimburse $160 USD to defray the expense of obtaining a U.S. visa. This amount is not intended to cover the full expense of obtaining a U.S. visa. The $160 reimbursement will be included in the Recipient’s per diem stipend, and is contingent upon successful participation in the IDEA-PC program.

- For Recipients who must travel outside of their country in order to obtain a U.S. visa, ASCO will reimburse up to $1,000 USD toward the cost of airfare, ground transportation, hotel, and meals. Recipients must provide all original receipts at the time of the Annual Meeting in order to obtain reimbursement, which is contingent upon successful participation in the IDEA-PC program.

- It is the responsibility of the Recipient to find out whether any transit visas are required to travel through other countries on the way to the United States, and for obtaining those visas. The Recipient must notify ASCO if a transit visa is required.

- If a U.S. visitor (B1/B2) visa has not been obtained by May 1, 2016, the Recipient must contact ASCO immediately. ASCO will evaluate whether the Recipient’s participation in the IDEA-PC program should be postponed.

**Travel, Hotel, and Per Diem (Daily) Stipend**

- ASCO will arrange economy-class airline tickets for all Recipients through ASCO’s official travel agency. ASCO is not responsible for making arrangements for travelers (e.g., a spouse or child) who are accompanying the Recipient to the United States.
• A Recipient who wants to cancel his/her participation in the IDEA-PC program, or change his/her travel itinerary, must contact ASCO at least 30 days prior to the Recipient’s scheduled departure. The Recipient is financially responsible for any costs associated with changing or canceling the travel arrangements less than 30 days before departure, unless the change is the result of a true emergency (e.g., death or serious injury or illness of the Recipient or an immediate family member).

• ASCO will make hotel reservations for all Recipients, and will pre-pay the hotel room charge and tax for the Recipient’s hotel stay during the Annual Meeting (up to 6 nights) and Extended Tour Award (up to 4 nights).

• The IDEA-PC Award is not intended to completely cover all travel or daily expenses during a Recipient’s travel. For example, the Award does not cover medical care, medical insurance, travel insurance, or taxes. All incidentals (room service, telephone, laundry, movies, etc.) will be paid for by the Recipient. The Recipient is financially responsible for all travel, living, and related expenses not covered as part of the IDEA-PC program described here.

• The per diem stipend is intended to cover:
  - Food/meals purchased while participating in the IDEA-PC program (some meals will be provided at events) and during the ETA.
  - Ground transportation to and from the airport in the Recipient’s home country and while in the United States.

Required Participation and Reports/Survey

• IDEA-PC Recipients are required to communicate with their Mentors prior to departure for the United States. Recipients are also encouraged to maintain contact with Mentors following their experience.

• IDEA-PC Recipients are required to attend all IDEA-related events during the Annual Meeting.

• IDEA-PC Recipients are required to submit requested evaluations of the IDEA-PC program and provide information on professional activities. A questionnaire will be sent to Recipients one month following the Annual Meeting, and another questionnaire will be sent to Recipients one year later.

• Recipients are strongly encouraged to participate in any activities/reunions of IDEA-PC alumni and to maintain contact with ASCO.

Other

• U.S. law requires ASCO to ask you to confirm that you do not employ, transact with, provide services to, or otherwise deal with individuals or organizations that are sanctioned by the United States Department of Treasury’s Office of Foreign Asset Control (OFAC), or with any persons known to it.

• Each Recipient must provide the name of a person (for example, a spouse or parent) whom ASCO can contact in case of emergency while the Recipient is in the United States.
If your country is not listed below, you do not meet the criteria for the International Development and Education Award in Palliative Care, and you may not apply for the 2016 IDEA-PC program.

### Low-Income Countries

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### Lower-Middle-Income Countries

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### Upper-Middle-Income Countries

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If you received more than one academic year of “formal training” (for instance, attended medical school, participated in internships, fellowships, or residency programs) in a country listed below, you do not meet the criteria for the International Development and Education Award in Palliative Care, and you may not apply for the 2016 IDEA-PC program.

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<tr>
<th>Andorra</th>
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