



3ie Bursary Programme: eligibility and travel policy

Eligibility criteria

1. Participant must be a national of, and currently residing in, a low- or middle-income country.
2. Participant must be employed with a local agency, i.e., not a multilateral agency or an international organization that has capacity to provide funding for its employees.
3. Participant must be actively engaged in impact evaluations and systematic reviews.
4. Participant must provide a letter of support from the employer.
5. Participant must commit to attending the full training or conference.
6. Participant must meet any additional eligibility criteria, as specified by the event organizer.

Costs covered

1. For each bursary award, 3ie covers the costs of round-trip economy-class airfare from the participant's home city, accommodation (specified by 3ie), and full registration fee.
2. Participant is responsible for costs associated with the visa application process, ground transportation such as airport transfers, and meals which are not included with the registration fee.
3. 3ie will not provide per diems or any other reimbursements.

Travel policies

1. 3ie will only provide return flights from the participant's home city to the event's venue on dates which correspond to the event's schedule. Alternate routings, additional layovers, or trip extension demands will not be accommodated.
2. Participant must review the itinerary for accuracy and confirm his/her ability to fly at the selected hours/days. Any concerns regarding arrival or departure should be reported to the travel desk at the time of perusal of itinerary.
3. 3ie will schedule return flights on the evening of the last day of the event. If this is not possible, due to the event format or unavailability of an evening flight, 3ie will pay for an additional night of accommodation and schedule the return ticket for the following day. If an itinerary with an evening return flight is more than USD\$350 than an itinerary for the following day, 3ie will ask the participant to stay for an additional night at the event location.
4. Due to airline regulations, the travel agent is unable to hold on to an airline ticket for more than 24 hours—participant is therefore requested to respond to all communications in a timely manner. If the participant does not respond within the stipulated time the bursary will be cancelled.

Accommodation Policy

1. 3ie will provide accommodation, located near the event venue. When possible, 3ie will reserve accommodations that provide breakfast, but this is not guaranteed.
2. 3ie is not responsible for any additional costs such as internet, calls, laundry and mini-bar.
3. Accommodation will only be provided for event dates.

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Penalties

1. In the event the air tickets are non-refundable and there is a no-show, the costs of air ticket, accommodation and registration fee will be billed to the participant.
2. Failure to communicate with the travel desk, no-show for flights, and failure to respond to post-course surveys will result in the participant being blacklisted for any future events under the bursary programme.