

DKMS Group gGmbH

**Scholarship for Medical and Non-Medical Personnel in the Field of Hematology and
Hematopoietic Stem Cell Transplantation**

FUNDING GUIDELINES

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1 Foreword

DKMS Group gGmbH, having its seat at Kressbach 1, 72072 Tübingen, Germany (hereinafter "DKMS"), is an international non-profit organization dedicated to give as many blood cancer patients worldwide as possible a second chance at life. DKMS was founded in Germany in 1991 and since then has ensured that more and more patients receive a life-saving stem cell donation.

Various entities based in Germany, the USA, Poland, the UK, Chile, India and South Africa are affiliated with DKMS ("DKMS Family"). More than 12 million potential donors are registered in the DKMS family and to date the organization has facilitated more than 115,000 stem cell donations.

DKMS is committed in the fields of medicine, science and research to improve outcomes for patients with blood cancer and hemoglobinopathies worldwide. In its laboratory, DKMS Life Science Lab gGmbH, having its seat in Dresden, the organization sets global standards for the typing of potential stem cell donors in order to find the perfect match for a transplantation.

With the international support Program "Access to Transplantation" DKMS strives to improve the situation of patients living in low- and middle-income countries, who would otherwise not be able to receive the potentially life-saving treatment. The Program aims to make a sustainable contribution to the expansion of reliable and good healthcare for patients with blood cancer and life-threatening blood disorders. In this context, DKMS also pursues the goal of providing support to non-profit-hospitals and -organizations in countries with scarce resources, as well as promoting the training of medical and non-medical personnel in the field of hematology and hematopoietic stem cell transplantation by awarding Scholarships to enable appropriate treatment.

These funding guidelines stipulate the requirements, regulations and the awarding of scholarships for medical and non-medical personnel in the field of hematology and hematopoietic stem cell transplantation by DKMS.

2 Definitions

Course: Theoretical Program to gain knowledge in the field of hematology and hematopoietic stem cell transplantation, which contributes to the best possible treatment of patients with a potentially transplant-relevant disease.

Transplant Center: A transplant center is an interdisciplinary facility for the transfer of stem cells.

Course Provider: An institution that offers Courses (on-site or online), e.g. a university.

Observership: Temporary assignment in an institution in the field of hematology and hematopoietic stem cell transplantation with the aim of acquiring new specialist knowledge and skills. This facility can be, for example, a Transplant Center, a transplant ward or a collection center.

Training Center: Institution in which the Observership is carried out. This can be, for example, a Transplant Center, a transplant ward in a clinic or a collection center.

Trainee: Person who participates in a Course and/or Observership.

Scholarship: Financial support to enable participation in a Course and/or Observership.

Scholar: Trainee who receives a Scholarship from DKMS to participate in a Course and/or Observership.

Program: Individual Course and/or Observership in which the Scholar participates.

LMICs: Low- and middle-income countries as defined by World Bank (<https://data.worldbank.org/income-level/low-and-middle-income?view=chart>).

3 General Conditions

- 3.1 The Scholarship aims to provide financial support for the development of specialist expertise to contribute to the best possible treatment of patients with a potentially transplant-relevant disease.
- 3.2 The Scholarship funds medical and non-medical personnel, for example doctors, nurses or coordinators, who contribute directly or indirectly to the successful treatment of patients with blood cancer and other diseases of the hematopoietic system.
- 3.3 DKMS does not provide funding for any other area of expertise.
- 3.4 The Scholarship is divided in three funding lines.
 - i. **Funding Line A:** The Trainee participates in a Course (online or on-site at a Course Provider) and participates in an Observership at a Training Center.
 - ii. **Funding Line B:** The Trainee participates in a Course (online or on-site at a Course Provider).
 - iii. **Funding Line C:** The Trainee participates in an Observership at a Training Center.
- 3.5 In all three Funding Lines, it is possible that participation takes place at the Trainee's place of residence or that temporary absence from the permanent place of residence is required.
- 3.6 For the purpose stated in 3.1, the selected Trainees will receive a monthly Scholarship. The amount of the monthly Scholarship depends on the Funding Line granted in accordance with 3.4 and the location of implementation in accordance with 3.5.
- 3.7 Even if all the conditions for funding stated in these guidelines are met by an applicant, there is no legal entitlement to funding. The decision on funding lies solely with the DKMS selection committee, which may justify its decision to decline funding, however, it is not under obligation to do so.
- 3.8 The funding is valid for the duration of the Program. For Trainees whose Program participation requires a temporary relocation, an additional two weeks of funding may be granted prior to the start of the Program to cover relocation and local administrative requirements, as well as an additional week of funding for the return to the permanent place of residence.
- 3.9 If participation in the Program requires a temporary absence from the permanent place of residence, it is possible in justified cases that the travel costs for arrival and departure as well as the stay of family members will be supported as permanently accompanying relatives. Minor children and a maximum of one other person with an educational function who are on site for the duration of the Program are counted as permanent accompanying relatives.
- 3.10 DKMS must be immediately informed when changes in circumstances relevant to the granting of the Scholarship are foreseen, including but not limited to:
 - i. Changes of contact information of the Scholar, the Course Provider of the Training Center,
 - ii. Significant changes to the Course curriculum and/or changes with regards to the Observership as noted in the original approved application,

- iii. Changes occurring after the award of the Scholarship with regards to expected donations, grants of other financial support.

3.11 DKMS reserves the right to cancel the funding in whole or in part and to reclaim any funds paid if the Scholar terminates the Program prematurely (see 9).

4 Eligibility requirements

4.1 Funding through the Scholarship is only possible if the eligibility requirements are met. These are set out hereafter.

4.2 Applicants, in particular residents of low- and middle-income countries as defined by the World Bank and from Chile are eligible to apply.

4.3 As a rule, Scholars from previous years will not be awarded a further Scholarship. In justified exceptional cases the committee may decide otherwise.

4.4 Funding through the Scholarship depends on the eligibility of the applicant:

- i. The applicant must belong to the target group as defined in the appendix 'Target Group'.
- ii. The applicant must be willing to participate in a Program (Course and/or Observership) in the field of hematology and hematopoietic stem cell transplantation. The duration depends on the Program and is usually up to one year, in exceptional cases longer.
- iii. Completion of the Program should enhance the applicant's expertise in the field of hematology and hematopoietic stem cell transplantation so that they contribute to the best possible treatment of patients with a potentially transplant-relevant disease.
- iv. The applicant must provide proof of application or registration for a suitable Course and/or application for an Observership.
- v. An applicant in Funding Line A must prove that the weekly commitment of the Observership at the Training Center is at least ten hours and that they are thus able to apply the acquired knowledge in practice.
- vi. The applicant must have sufficient knowledge of English to be able to communicate with DKMS during the application process and during the funding period.
- vii. The applicant must be willing to disclose all donations, grants and other financial support received or applied for in order to participate in the Program.
- viii. The applicant may not receive a salary from the Training Center for participation in the Program and the time must be used explicitly for training purposes. If the Program is completed part-time, a salary may be received for the time that is not used for the Course and/or Observership. Other remuneration paid as part of an Observership may not have the character of a wage or salary.
- ix. If the applicant is employed during the period of the Scholarship, the applicant must prove that the Course covered by the Scholarship Program is not based on this employment relationship, i.e. that it does not constitute compulsory further training, the costs of which must be borne by the Scholar's employer.
- x. The Scholar is responsible for all tax obligations that may arise for him/her from receiving the Scholarship.

5 Application

- 5.1 The call for application, these funding guidelines and the application form will be published on DKMS Professionals' Platform (Website).
- 5.2 Applications are possible at any time and must be submitted at least eight weeks before the start of the Program. As a rule, the applicant will be informed within two weeks of receipt of the document whether they meet the requirements or whether, and if so which, documents may still have to be submitted.
- 5.3 The following documents must be submitted with the application:
- i. CV;
 - ii. Letter of motivation outlining the applicant's motivation for participating in the Program, the learning objectives and how the skills will be integrated into their professional development. The applicant should demonstrate how the completion of the Program will contribute to the best possible treatment of patients with a potentially transplant-relevant disease;
 - iii. Completed application form;
 - iv. For Trainees of funding lines A and B: Official description of the training including costs. Link to the website, if available. For clarification: A final Scholarship commitment and disbursement of funds will only be made after submission of a binding registration for the training and confirmation of the same from the Course Provider;
 - v. For Trainees of funding lines A and C: Agreement with the Training Center stating the content and scope as well as other compensation of the Observership. The applicant can apply for the Scholarship before applying for the Observership. In this case, a precise description of the Training Center and the content and scope of the planned Observership is sufficient for the application. For clarification: A final Scholarship commitment and disbursement of funds will only be made after submission of the agreement with the Training Center, which specifies the content and scope of the Observership;
 - vi. Proof of qualifications;
 - vii. Signed declaration of consent (see appendix "Declaration of consent"), with which the applicant accepts the conditions set out in these funding guidelines;
 - viii. Disclosure of all donations, grants and other financial support received or applied for by the applicant for participation in the Program;
 - ix. Disclosure of any salary payment by the employer that a Scholar receives during the Program.
- 5.4 The application documents can be submitted by e-mail to att@dkms.de. Originals should remain with the applicant.
- 5.5 The application documents must be submitted in English.
- 5.6 The application will be reviewed and evaluated by a DKMS selection committee.
- 5.7 As part of the selection process, the applicant may be invited to an interview (online or in person).

6 Type and scope of the Scholarship

- 6.1 The Scholarship consists of the cost types "training costs", "travel costs", "living expenses" and "other costs".
- i. The training costs include the fees for the Course, costs for books and teaching materials and, if necessary, the acquisition costs of a standard laptop.
 - ii. Travel costs include costs in case of a temporary relocation, travel costs for home visits as well as costs for visa and insurance, both for the Scholar and for permanently accompanying relatives.
 - iii. Living expenses include rent and additional rental costs where the Program takes place, as well as costs for food, hygiene and utilities both for the Scholar and for permanently accompanying relatives. This also includes travel expenses to the Course Provider and/or Training Center and costs for work clothing for the Scholar. For Trainees whose participation in the Program requires a temporary absence from their permanent place of residence, living expenses also include rent and additional rental costs at the permanent place of residence, or alternatively storage or transport costs for the household.
 - iv. Other costs include potentially incurring costs for childcare, for a language test and for a preparatory language Course.
- 6.2 Any ongoing salary payments from the employer and salary payments from part-time employment for the period that is not used for the Course or the Observership will be offset against the Scholarship when calculating the support for living expenses. Other compensation without the character of a wage or salary that is paid as part of an Observership is also offset against the Scholarship. The Scholarship amount is calculated from the total monthly amount eligible for funding minus the monthly salary payment and/or allowance.
- 6.3 The actual amount of the Scholarship depends on the funding line granted and the location of the Program.
- 6.4 The individual support covered by the Scholarship is listed in the following overview. The symbol ✓ indicates under which funding line the specified costs are covered. The symbol (✓) indicates that costs will only be covered if participation in the Program requires a temporary absence from the permanent place of residence.

Cost Type	Scope and Limitations	Funding Line		
		A	B	C
<i>Training costs</i>	Fees for a Course will be paid against proof.	✓	✓	
	Necessary books and other educational material for the Course will be covered against proof, up to a maximum of € 500.	✓	✓	
	If necessary, the costs for the purchase of a standard laptop are covered against proof, up to a maximum of € 1,000.	✓	✓	
<i>Travel costs</i>	The necessary travel costs actually incurred for a temporary change of location of the Trainee will be reimbursed against proof. Flight and train tickets must be economy class.	(✓)	(✓)	(✓)
	The necessary travel costs actually incurred for a temporary change of location of permanently accompanying relatives will be reimbursed against proof. Flight and train tickets must be economy class.	(✓)	(✓)	(✓)
	The actual visa costs incurred by the Scholar will be reimbursed against proof.	(✓)	(✓)	(✓)
	The actual visa costs incurred by the permanently accompanying relatives will be reimbursed against proof.	(✓)	(✓)	(✓)
	The actual costs incurred by the Scholar for domestic or foreign health insurance to cover acute physical illnesses, operations, necessary medicines and remedies, pain-relieving dental treatment and medically necessary repatriation will be reimbursed against proof. The actual costs incurred for personal liability insurance, professional liability insurance and accident insurance will also be reimbursed against proof.	✓	✓	✓
	The actual costs incurred by the permanently accompanying relatives for domestic or foreign health insurance to cover acute physical illnesses, operations, necessary medicines and remedies, pain-relieving dental treatment and medically necessary repatriation will be reimbursed against proof. The actual costs incurred for personal liability insurance, professional liability insurance and accident insurance will also be reimbursed against proof.	✓	✓	✓

Cost Type	Scope and Limitations	Funding Line		
		A	B	C
<i>Living expenses</i>	<p>The actual costs incurred for rent including additional rental costs at the permanent or temporary place of residence will be reimbursed upon presentation of proof, up to a maximum of 1/3 of the accommodation allowance in accordance with the official directive on the tax treatment of travel expenses and travel expense allowances for business trips abroad issued by the German Federal Ministry of Finance ("BMF directive") for the country of permanent or temporary residence. If the Scholar is permanently accompanied by relatives, the actual costs incurred for rent, including additional rental costs, will be reimbursed up to a maximum of 1/2 of the accommodation allowance upon presentation of proof. The calculation is based on 30 days per month.</p> <p>A deposit incurred in connection with the rental can also be covered and must be repaid to DKMS after the end of the Program.</p> <p>https://www.bundesfinanzministerium.de/Content/DE/Downloads/BMF_Schreiben/Steuerarten/Lohnsteuer/2022-11-23-steuerliche-behandlung-reisekosten-reisekostenverguetungen-2023.pdf?__blob=publicationFile&v=1</p>	✓	✓	✓
	<p>A lump sum of 50 % for additional expenses for food, hygiene articles and supplies will be paid in accordance with the BMF directive depending on the country in which the Program takes place. If the Scholar is permanently accompanied by relatives, a lump sum of 30 % according to the BMF directive will be paid per child and a lump sum of 50 % according to the BMF directive will be paid for the person with an educational function. The calculation is based on 30 days per month.</p>	✓	✓	✓
	<p>For each month of the Program a travel allowance will be paid amounting to the equivalent of a monthly public transport for travel to the Course Provider and/or Training Center.</p>	✓	✓	✓
<i>Other costs</i>	<p>The actual costs incurred for proof of language proficiency (language test) will be reimbursed against proof if this is required for participation in the Program.</p>	✓	✓	✓

- 6.5 DKMS reviews each application individually and decides on a case-by-case basis which of the costs listed above will be funded. This also applies to additional costs, which are not listed above.
- 6.6 Each Scholarship is calculated individually. The funding amount and funding period are determined and communicated in writing in the Scholarship confirmation.
- 6.7 The Scholarship will be paid monthly.
- 6.8 The Scholarship will be paid out in Euros. In the event of currency conversion, the exchange rate on the day of payment shall apply.
- 6.9 The DKMS Scholarship may only be used for the fulfillment of participation in the Program.
- 6.10 A prerequisite for the assumption of costs for permanently accompanying relatives is their written consent to the processing of their personal data. DKMS will provide a form accordingly.

7 Final Report and Survey

- 7.1 At the end of participation in the Program, the Scholar submits a final report outlining the most important results.
- 7.2 The language of the final report must be English.
- 7.3 The final report must be submitted to DKMS no later than four weeks after the end of the Program. The report must be sent to att@dkms.de.
- 7.4 Six, twelve and 24 months after completion of the Program, the Scholar completes a questionnaire on their professional development.

8 Proof for the use of funds

- 8.1 DKMS requires copies of all invoices for costs reimbursed against proof for its own records and for financial auditing purposes.
- 8.2 Invoices may be submitted in the original language, but preferably in English or German. If necessary, a translation will be requested.
- 8.3 The original documents must be kept by the Scholar for at least ten (10) years after the end of the funding period for possible reviews.
- 8.4 Expenses incurred before or after the funding period are not eligible for funding under the Scholarship, unless DKMS has given explicit approval thereof in writing.

9 Revocation of the Scholarship award

- 9.1 Each Scholarship award is subject to the condition precedent that all funding requirements set out in these funding guidelines are met in full.
- 9.2 DKMS reserves the right to revoke the Scholarship commitment in whole or in part if one of the conditions of this funding guideline is not met, in particular if
 - i. the Scholarship was applied for using false or incomplete information; or
 - ii. the Scholar drops out of the Program; or

- iii. the Trainee is expelled from the Training Center or the Course Provider; or
 - iv. the appropriate use of the funds is not proven; or
 - v. the final report according to clause 7 is not handed in; or
 - vi. the behavior of the Scholar damages the reputation of DKMS.
- 9.3 The funds disbursed must be repaid to DKMS as soon as the Scholarship award has been revoked.
- 9.4 In deviation from clause 9.3 the Scholar shall not be obliged to return the funds disbursed if they are not responsible for the reason for the non-fulfillment of a condition if this funding guideline. This only applies if the Trainee can demonstrate and prove the exact circumstances.

10 Data Protection

- 10.1 Within the framework of this Scholarship, DKMS processes personal data of applicants as well of Scholars.
- 10.2 By applying for the Scholarship the applicant consents to DKMS to collect and process their personal data for identification purposes (name, address, date of birth), for contact purposes (e-mail, telephone), to prove the use of funds (including proof of participation in a Course, agreement with the Training Center, rental contract, travel documents, proof of health insurance, etc.) and if applicable medical data on health (medical certificate as proof in case of a justified discontinuation, see clause 9.4). All data required to prove the use of funds (see clause 8) as well as the medical certificate may be submitted to auditors and tax authorities if necessary.
- 10.3 DKMS processes the data provided by applicants in accordance with the applicable data protection rules and regulations and only for the purposes set out in these guidelines.
- 10.4 DKMS Group gGmbH, Kressbach 1, 72072 Tübingen, Tel. 07071 / 9430, e-mail: att@dkms.de is data controller.
- 10.5 The data protection officer of DKMS can be reached at datenschutz@dkms.de.
- 10.6 DKMS stores data of applicants until the purpose of processing no longer applies or consent was revoked or deletion was requested or storage obligations justify longer processing.
- 10.7 Applicants may request the following from DKMS in relation to their personal data: Information in accordance with Art. 15 GDPR, rectification in accordance with Art. 16 GDPR, deletion according to Art. 17 GDPR, blocking (restriction of processing) in accordance with Art. 18 GDPR and data transfer in accordance with Art. 20 GDPR.
- 10.8 Applicants have the right to file a complaint with a supervisory authority in accordance with Art. 77 GDPR, in particular with the authority responsible for their place of residence or with the data protection authority responsible for DKMS (Baden-Württemberg State Commissioner for Data Protection and Freedom of Information).

11 Miscellaneous

- 11.1 In any case of legal disputes, German Law shall apply.
- 11.2 The exclusive jurisdiction for any disputes concerning the rights and obligations arising from these Guidelines is Tübingen, Germany.

DKMS Group gGmbH

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72072 Tübingen

Germany

Declaration of consent

I have read and understood the Funding Guidelines of the “Scholarship for Medical and Non-Medical Personnel in the Field of Hematology and Hematopoietic Stem Cell Transplantation” (version of September 2024). I hereby voluntarily agree with all regulations and conditions of the Funding Guidelines, in particular with the processing of my personal data as described in clause 10 of the Funding Guidelines.

Applicant

Name of applicant

Date

Signature

Target Group

The Scholarship is aimed at medical and non-medical personnel in the field of hematology and hematopoietic stem cell transplantation whose work ultimately contributes to the best possible treatment of patients with a potentially transplant-relevant disease

In particular, the target group includes:

- Physicians
- Nurses
- Donor coordinators
- Transplant coordinators
- Search coordinators
- Laboratory technicians
- Stem cell collection specialists

Personnel working in other functions in the above-mentioned areas may also apply if their work contributes to the best possible treatment of patients with a potentially transplant-relevant disease.