

Rules of Procedure for the Montreal Fund.

Approved by the IRPA Executive Council on 17 December 2025.

The Montreal Fund, created in 1995 by the Canadian Radiation Protection Association with the proceeds of the IRPA International Congress held in Montreal, Canada, in 1992 is administered by IRPA.

The Montreal Fund (MF) supports attendance of students and young professionals, from developing countries* and countries without an IRPA Associate Society at IRPA International and Regional Congresses.

Who is eligible for support:

The applicant must be below 35 years of age on January 1, of the year in which the IRPA Congress takes place. The age limit does not apply to winners of Young Professional Award in Regional Congresses since the last International Congress as they will have met the definition of a “young professional” at the time when competing at the Regional Congress.

Available Support:

Support from the MF will be available to attend the IRPA International Congresses and IRPA Regional Congresses. Financial support will normally cover the Congress registration fee and include support for travel and subsistence. Successful candidates will only be eligible for support for one Congress. MF support will be provided only to attend a Regional Congress held in the region in which the applicant lives.

International IRPA Congress: The funds available for any International Congress will be determined by the IRPA Executive Council, with input from the Montreal Fund Committee (MFC). The funds will be transferred to the organizers of the Congress. The number of young professionals who will be supported to attend any International Congress will be determined by the International Congress Support Committee (ICSC), based on the funds available from IRPA and anticipated registration fee and travel expenses. The ICSC is responsible for selection of awardees and manages the disbursement of funds, particularly if additional funds are available from other sources, in consultation with the MFC. Disbursement of funds is through the organizers of the Congress. This includes booking of hotel and flights as direct transfer of funds from IRPA to successful applicants should be avoided.

Regional IRPA Congress: The funds available for any Regional Congress will be determined by the IRPA Executive Council, with input from the Montreal Fund Committee (MFC). The funds will be transferred to the organizers of the Congress. The number of young professionals who will be supported to attend any Regional Congress will be determined by the Regional Congress Programme Committee (RCPC), based on the funds available from IRPA and anticipated registration fee and travel expenses. The RCPC is responsible for selection of awardees and manages the disbursement of funds in consultation with the MFC. Disbursement of funds is through the organizers of the Congress. This includes booking of hotel and flights as direct transfer of funds from IRPA to successful applicants should be avoided.

*Developing countries are countries grouped in Tier 2 and 3 in the Tiered Annual Dues system that IRPA has used since 2012. The tier level is based on annual per capita gross domestic product per World Bank Data, <https://data.worldbank.org/indicator/NY.GDP.PCAP.CD>
Tier 1: USD 8,000* or more, Tier 2: USD 2,000 to USD 8,000, Tier 3: <USD 2,000
Tier 1 pays USD 3.50 pr. member pr. Year. Tier 2 receives a discount of USD 1.00. Tier 3 receives a discount of USD 2.00.

Priorities in selection of awardees:

Priority will be given to applicants who have had a paper or a poster accepted for presentation at the Congress to which they are applying. Among those, priority will be given to applicants from Tier 3 countries over applicants from Tier 2 countries and applicants from Tier 2 countries over applicants from Tier 1 countries without IRPA Associate Societies. Within each Tier highest priority will be given to those nominated by their IRPA AS to compete in the YPA-competition. Applicants nominated by an IRPA AS will have a priority within each Tier. Consideration, within each Tier, will be given to the sole applicant from a country towards a broader geographical distribution of successful applicants. Also, if this would be the first IRPA Congress to be attended by the applicant and whether the applicant is able to secure funding for some or all their travel and subsistence from other sources.

Accounting of support from the Montreal Fund:

An accounting of support from the Montreal Fund disbursed must be provided to the IRPA Financial Officer, by the Chair of the ICSC for an International Congress and the Chair of the RCPC for a Regional Congress, not later than 60 days after the end of the Congress. The accounting must include the name and work address of each recipient, support provided, and, unless prohibited by local regulations, their age and gender. Any unused monies from the Montreal Fund must be returned to the IRPA Financial Officer not later than 90 days after the end of the Congress.

How to apply for support from the MF.

1. If there is an IRPA Associate Society in the country where the candidate lives then the candidate must be nominated by the Associate Society. Nomination is by means of a letter of recommendation that is accompanied by a brief (one page) biography of the candidate including the candidate's email address. The letter should clearly state why and how the attendance of the candidate at the Congress will contribute to the development and/or improvement of radiation protection in the candidate's country.

International Congress: The nomination is to be sent by email to the chair of the ICSC and must be received not later than six months before the start of the Congress.

Regional Congress: The nomination is to be sent by email to the chair of the RCPC and must be received not later than six months before the start of the Congress.

2. If there is no IRPA Associate Society in the country where the candidate lives then the candidate applies directly to the chair of the ICSC, **for International Congresses**, or the chair of the RCPC, **for Regional Congresses**, by email providing all the information and a letter of recommendation requested above. The application must be received including the letter of recommendation not later than six months before the start of the Congress.

3. The funds requested, and the currency used must be specified.

4. All nominations/applications will be reviewed by the ICSC, **for International Congresses**, or the RCPC, **for Regional Congresses**, which selects awardees in consultation with the MFC.

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5. All applicants will be notified of their selection or non-selection not later than 120 days prior to the start of the Congress.
6. Candidates shall declare any other external support they have applied for or received from such organisations, but not limited to: IAEA, WHO, etc. External support may reduce funding from the MF.
7. The World Bank Tier Level <https://data.worldbank.org/indicator/NY.GDP.PCAP.CD> shall be used to determine the Tier level for each applicant.

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