**INAHTA APPLICATION FOR MEMBERSHIP**

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| ***Contact Information*** |
| Agency name: |
| Director/head of agency: |
| Mailing Address: |
| Telephone number: |
| Fax number: |
| Agency website: |
| ***Contact person regarding this application:*** |
| Name: |
| Telephone: |
| Email:  |
| ***Brief description of your agency’s: (~100 words each)*** |
| History & mission: |
| Governance structure: |
| HTA activities and function: |
| Number of staff and staff competencies: |
| Description of connection to national and/or regional government: |
| ***Dissemination of reports*** |
| Does your agency produce abstracts of HTA reports in English, French, or Spanish?  |
| Does your agency provide HTA reports freely/publicly on the agency website? If yes, please provide the URL/link to the page:  |
| ***List of Planned or Ongoing Projects*** |
| Provide a list of planned or ongoing projects: |
| ***Non-Profit Status & Description of Public Funding Sources****For a definition of public funding sources, and an explanation why INAHTA requires this, see the INAHTA website* [*http://www.inahta.org/about-inahta/public\_funding/*](http://www.inahta.org/about-inahta/public_funding/) |
| Is your agency officially not-for-profit? |
| Present annual budget (USD): |
| Proportion of budget (%) financed from public sources: |
| Brief description of the source of public funds and how these flow to your agency. (This description does not need to be too detailed; 300 words maximum). *Example1: 100% of our agency budget is allocated directly from the Ministry of Health. This is reviewed every three years and adjusted according to the economic situation and the anticipated work load for our agency, which is determined in negotiations with the Ministry.* *Example2: Our HTA unit is located within the Ministry of Health and our staff are on the Ministry payroll. Some of the staff have a split role where they do work in other areas in addition to HTA (e.g., public health, support for other Ministry departments). However, most of our staff are dedicated full-time to the HTA program.* *Example3: Our agency is located in the university, which is publicly-funded. We receive an annual budget allocation from the main grant provided to the university by the national government. This comprises about 80% of our annual operating budget (the specific amount is adjusted each year depending on what money is available and our research agenda). We also provide ad hoc HTAs for the regional government and local public hospitals, as requested and pending staff availability. This can make up to 5-15% of our budget in different years.* |

Please send your completed application form and signed cover letter to the INAHTA Secretariat:

**INAHTA Secretariat**

c/o Institute of Health Economics (IHE)
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Edmonton, Alberta, CANADA

T5J 3N4

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