**Application for the development or update of Recommendations**

Project proposal

|  |  |
| --- | --- |
| **Project title** |  |
| **Project leader** |  |

Please describe the project clearly, respecting the maximum word count in the following sub-sections:

|  |
| --- |
| **1.Title of Project**  Please write the extended title of the Recommendations/Points to consider |

|  |  |
| --- | --- |
| **2. Convenor details** | |
| Name and Surname |  |
| E-mail |  |
| Organisation |  |
| Professional position |  |
| Anticipated contribution and experience with EULAR Recommendations |  |

|  |  |
| --- | --- |
| **2.1 Co-Convenor details (if applicable)** | |
| Name and Surname |  |
| E-mail |  |
| Organisation |  |
| Professional position |  |
| Anticipated contribution and experience with EULAR Recommendations |  |

|  |  |
| --- | --- |
| **2. 2. Methodologists’ details**  The methodologist must be a EULAR recommended methodologist. The list can be downloaded from the EULAR website: <https://www.eular.org/recommendations/points-to-consider-task-forces-project-applications> | |
| Name and Surname |  |
| E-mail |  |
| Organisation |  |
| Professional position |  |
| Anticipated contribution and experience with EULAR Recommendations |  |

|  |
| --- |
| **3. Abstract (200 words)** |

|  |
| --- |
| **4. Background and objectives (500 words)** |

|  |
| --- |
| **5. Describe multi-centre collaboration (100 words)** Note: EULAR expects multi-centre applications involving partners from at least five, preferably more, different countries |

|  |
| --- |
| **6.Methodology (500 words)**  See EULAR SOPs- Standardised Operating Procedure for Task Forces: <https://www.eular.org/recommendations/points-to-consider-task-forces-project-applications> |

|  |
| --- |
| **7.Plans for implementation (100 words)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **8.** **Project organisation (members of Task Force)**  Please state for each member the name, surname, e-mail contact, and role in EULAR Task Force project involvement. | | | |
| **NAME/SURNAME** | **ROLE** | **COUNTRY** | **E-MAIL** |
|  | Convenor |  |  |
|  | Methodologist |  |  |
|  | Fellow # 1 (Responsibility to perform the systemic literature search under supervision of the methodologist) |  |  |
|  | Fellow # 2, (Responsibility to perform the systemic literature search under supervision of the methodologist) |  |  |
|  | Members |  |  |
|  | EMEUNET #1 (Same role as other members, will  be selected by EMEUNET) |  |  |
|  | EMEUNET #2 (Same role as other members, will be selected by EMEUNET) |  |  |
|  | Patient research partner #1 |  |  |
|  | Patient research partner #2 |  |  |
|  | Health Professional |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* The active involvement of at least two patient research partners, at least one health professional, and two EMEUNET members is mandatory.
* The meeting budget of €25.000 usually covers costs for Task Force members. (leave 5 slots open for Task Force member call, for more information see EULAR website <https://www.eular.org/recommendations/points-to-consider-task-forces-project-applications>

|  |
| --- |
| **9. Are you planning to include a librarian in the Task Force? If not explain why (100 words)** |

|  |
| --- |
| **10. Are you planning to submit an SLR manuscript? If yes, how many? And if more than one, please justify. If you are not planning to submit an SLR, please explain why.** *Please note that EULAR covers the publication fee of one supporting SLR. Funding for additional SLRs must be approved by the EULAR Council upon submission of this project proposal. If more than one SLR are foreseen in this project, please justify below.* |

|  |
| --- |
| **11. Milestones of the project (100 words)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **12. Standard Budget (select the column that applies)** | | | |
|  | **Recommendation (€)** | **Update of Recommendation (€)** | **If other than standard, please specify (€)** |
| Meeting (physical meeting-only one) | **€25,000** | **€25,000** |  |
| Meeting (virtual meeting-only one) | **-** | **N/A** |  |
| Fellow | **€15,000** | **€15,000** |  |
| Meeting logistics  (see section 12. “EULAR support in meeting organisation” below) | **€5,000\*** | **€2,500\*** |  |
| Total EULAR fund | **€45,000** | **€42,500** |  |
|  |  |  |  |

|  |
| --- |
| **13. EULAR support in meeting organisation** |

EULAR can provide logistical support to organise your meeting(s). If you choose for this option, the budget will be charged with €2,500 per meeting.\*

Please indicate below whether you need EULAR’s support to organize your meeting. You need to indicate this request below. Please tick the following box related to EULAR support for meeting (s) organisation:

**YES, I need EULAR support for my meeting/s:**

**NO, I do not need EULAR support for my meeting/s:**

|  |
| --- |
| **Appendix I. Members of Task Force and participation to other projects** |

**Please tick this box to confirm that you as convenor are currently not leading more than one other Task Force:**

**Please tick this box to confirm that your Task Force members are not members of more than 3 Task Forces ongoing at the same time:**

**Please tick this box to confirm that your Task Force members do not have a key role (convenor, methodologist / co-methodologist, fellow) in more than 1 Task Force at the same time:**

Please note that if either of this number would be exceeded for any member, then the respective person needs to be replaced or the role changed to simple Task Force member, as appropriate. Task Forces are considered active until the day of approval of the Council for submission of the respective publications.

|  |
| --- |
| **Appendix II: Key References** |

Please list scientific key references (max. 15) to the project proposal (including full title and all authors)

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
| **11.** |  |
| **12.** |  |
| **13.** |  |
| **14.** |  |
| **15.** |  |

|  |
| --- |
| **Appendix III: Disclosures** |

Applicants are asked to list all recent (within the past three years), current and planned links with the following groups (only the name of the organisation and the nature of interest are required):

All information disclosed herein will be treated in strict confidence.

|  |  |
| --- | --- |
| **Industry** |  |
| **National funders** |  |
| **Other** |  |

Signature:

Date: