

## **EULAR Knowledge Transfer Programme – guidelines**

### **Introduction/overview**

The [knowledge transfer programme](#) is a grants programme designed to improve and apply skills by learning from the experience of other organisations in the EULAR network.

T

he programme is open for applications to EULAR member organisations of PARE and organisations with co-opted delegates in the Standing Committee of PARE.

The total amount available for this programme is 15.000 EUR

By participating in this grant scheme, organisations are asked to develop project ideas which develop professional capacities within the organisation and detail these ideas on the application form.

### **Content of your application**

Applicants should demonstrate in their application

- A clear aim and specific objectives A thorough and logical methodology, describing the steps that need to be taken to achieve aim & objectives
- How this project will strengthen the partnership among the organisations.
- Measurements to evaluate

Project ideas need to be discussed with the potential partner organisation and the aims and objectives agreed before submitting the application to the EULAR secretariat. For reports of previous successful projects, please refer to the [EULAR website](#).

By successfully completing a project, an organisation

- Will be able to apply the gained knowledge in the organisation and/or the branches of the organisation.
- Will be able to implement the learning objectives and translate it into enhanced organisational capacities.
- Will be able to teach the gained knowledge to other members / staff of the organisation.
- Will have strengthened its partnership with the partner organisation(s).

Preference will be given to project applications which actively involve people with rheumatic diseases.

### **Application schedule**

- Deadline for applications: 31 December each year.
- Jury review and decisions: 1 January – 15 May (review of application(s), discussion of outstanding questions and review with applicants).
- Announcement of successful applications: PARE meeting during the annual EULAR congress
- Project start: Projects may start after announcement of successful applications.

### **Successful applications**

After completion of the application review process, EULAR contacts the successful applicants:

- The organisations are then asked to commence the projects and contact EULAR about the start of the project.
- Upon notice of the start of the project EULAR pays 70% of the grant allowance to the applying organisation.

- Approved projects must be completed within 12 months after the notification of a successful application

### **Role of partner organisation**

The partner organisation is expected to plan the program of the visit.

The programme of the project should be designed and developed

- To allow the applying organisation to learn the necessary skills set out in the aims and objectives of the project application.
- To allow the applying organisation to learn how to implement the lessons learnt and to achieve the aims and objectives set out in the application form, ideally on a long-term basis.

### **Role of applying organisation**

The applying organisation should focus on the following:

- Necessary skills set out in the aims and objectives of the project application.
- How to implement the lessons learnt and to achieve the aims and objectives set out in the application form, ideally on a long-term basis.

### **Project reporting & documentation**

1. The organisation is required to submit a 3 – 6 page report to the EULAR Secretariat consisting of the following:

- Learning's of the organisation
- Clearly outlining initial aims and objectives
- Intended learning outcomes
- SMART criteria for evaluation
- Summarising next steps for implementation of the learning's.

2. The organisation will be asked to submit a short article for the [PARE newsletter "Breakthrough"](#)

3. The organisation will be asked to produce a poster about their project for the upcoming [PARE conference](#).

**Financial report:** A detailed financial report will be filed with the Secretariat consisting of the following:

- A front cover
- Summary of expenses
- Original receipts wherever possible.

### **Deadline for submitting financial and project report**

Project and financial reports are due before 30 November of the year following acceptance of application.

After receipt of both financial and project reports the EULAR Secretariat pays out the remaining 30% grant money.

### **Acknowledgment partner organisation**

We acknowledge that the partner organisation is giving valuable time to the applying organisation. For this reason, it is appropriate to include in the budget an allowance payable to the partner organisation for the time it is donating to the project. This allowance will be 500€.

### **Decision process**

Incoming applications will be reviewed by a jury consisting of:

- Chairman Standing Committee PARE
- 2 member of the PARE Board

- 1 member from another Standing Committee (e.g. ESCET)

Stand by – jury members (in case of conflicts of interests):

- Chair-elect Standing Committee of PARE
- EULAR Vice President representing PARE organisations

### **Conflict of interest**

A member of the jury abstains from voting in case his or her national organisation is involved in the application. To ensure the same number of votes for each application, the stand-by jury members will take the role of a voting jury member.