

## EULAR Knowledge Transfer Programme – guidelines

### Introduction/overview

The Knowledge transfer programme is a grants programme for national PARE organisations designed to improve and apply skills by learning from the experience of other organisations in the EULAR network. It helps to develop professional capacities within the organisation, stimulates innovation, knowledge and experience exchange between the national PARE organisations.

### By successfully completing a project, your organisation

- will have strengthened its partnership with the partner organisation(s).
- will learn how to implement the lessons learnt and how to achieve the aims and objectives of the project and translate it into enhanced organisational capacities.
- will be able to apply the gained knowledge in the organisation and/or the branches of the organisation.
- will be able to teach the gained knowledge to other members / staff of the organisation.

### Eligible applicants

The programme is open for applications to EULAR member organisations of PARE and organisations with co-opted delegates in the Standing Committee of PARE. Preference will be given to project applications which actively involve people with rheumatic diseases.

### Role of applying (learning) organisation

The applying organisation should focus on identifying areas for improvement, implementing lessons learnt and it should achieve the aims and objectives set out in the application, ideally on a long-term basis.

### Role of partner (teaching) organisation

The partner organisation is expected to help the applying organisation achieve its goals by sharing its know-how and experience. The partner organisation should plan the program of the visit in close cooperation with the applying organisation to match its needs.

### Maximum grants awarded

The total amount available for this programme is 15.000 EUR

Maximum of the grant awarded will be up to 7.500 EUR

### Application schedule

- **Deadline for applications: 10 November 2018 (29:59 CET).** The applications must be sent by e-mail to [alzbeta.goehmann@eular.org](mailto:alzbeta.goehmann@eular.org)
- Jury review and decisions: 11 November 2018 – 30 January 2019 (review of application(s), discussion of outstanding questions and review with applicants).
- Announcement of successful applications, signing of grants agreements: February 2019
- Project start and duration: 1 March 2019 – 28 February 2020

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](#).

## **Official consultation phase**

**14 September – 9 November**

Before submitting your application, please consult your project aim and application with Alzbeta Göhmann (alzbeta.goehmann@eular.org) at the EULAR secretariat. Get help to develop your project application from us. We are here to help you.

## **Successful applications**

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

- 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, no later than 28 February 2020.
- After receipt and approval of both financial and project reports, the EULAR Secretariat pays out the remaining 30% grant money.

## **Project reporting & documentation**

1. The organisation is required to submit a final report to the EULAR Secretariat consisting of the following:
  - Narrative report (template will be provided)
  - Financial report including summary of expenses and original receipts wherever possible (template will be provided)
2. The organisation will be asked to submit a short article for the PARE newsletter “e-Breakthrough”
3. The organisation will be asked to produce a poster about their project for the upcoming PARE conference.

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

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

## **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€. The applying organization pays the partner organization after receiving the grant.

## **Decision process and criteria**

Incoming applications will be reviewed by a jury consisting of:

- 4 members of the Working group
- 1-2 members from another Standing Committees (e.g. ESCET, HPR)

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

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

## **Criteria**

- Need and benefits for the PARE organization and for RMDs
- Partnership and cooperation between organizations
- Feasibility (methodology, logistic, capacity, budget)
- Evaluation and sustainability
- Added value (dissemination, possibility for adopting by other PARE organizations)

**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.

For any questions regarding your project aim or for the help with filling in the application, please contact Alzbeta Göhmann (alzbeta.goehmann@eular.org) at the EULAR secretariat. We are here to help you.

**Please send your application by 10 November 2018 (23:59 CET) at [alzbeta.goehmann@eular.org](mailto:alzbeta.goehmann@eular.org)**