EULAR PARE Knowledge Transfer Programme – Guidelines

**Introduction/overview**

The [Knowledge Transfer Programme](https://www.eular.org/pare-knowledge-transfer-progamme) is a grants programme for national EULAR PARE organisations and EULAR Scientific Affiliates 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 organisations.

**By successfully completing a project, your organisation**

* will benefit from existing best practice and expertise in the EULAR network.
* will gain relevant knowledge, learn how to implement it and how to achieve the aims and objectives of the project to benefit your organisation.
* will be able to translate the new knowledge into enhanced capacities for 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 [National EULAR member organisations of people with arthritis/rheumatism](https://www.eular.org/eular-pare-organisations) (PARE) and for the [EULAR Scientific Affiliates](https://www.eular.org/eular-scientific-affiliates) (please see the rules for EULAR Scientific Affiliates below) . Preference will be given to project applications which actively involve people with rheumatic and musculoskeletal diseases (RMDs).

**Role of applying / learning organisation**

The applying organisation should prioritize identifying areas for improvement, implementing lessons learnt, and working toward achieving the aims and objectives outlined in the application, with a focus on sustaining these efforts over the long term. If applicable: The team travelling for the exchange should ideally not exceed 2 persons (not including PAs).

**Role of 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. If applicable: The team travelling for the exchange should ideally not exceed 2 persons (not including PAs).

**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

**Rules for applications of EULAR Scientific Affiliates:**

Only EULAR Scientific Affiliate organisation as such can apply, not its members.

Virtual meetings are recommended, no intercontinental flights will be reimbursed.

Project implementation costs can be included into the requested budget.

Maximum amount that can be reimbursed is 3.500 EUR.

**Application schedule**

* **Programme launch: 15 March 2025**
* **Deadline for applications: 1 July 2025 (23:59 CET)**. The applications must be uploaded to the [EULAR School system](https://esor.eular.org/totara/catalog/index.php?catalog_cat_browse=77&orderbykey=text&itemstyle=narrow). Applications submitted after the deadline will not be reviewed.
* Jury review and decisions: 10 July 2025 – 10 September 2025 (review of applications, discussion of outstanding questions and review with applicants).
* Announcement of successful applications, signing of grants agreements: September 2025
* Project start and duration: 1 November 2025 – 1 November 2027. Project ideas need to be discussed with the potential teaching organisation and the aims and objectives agreed before submitting the application to the EULAR Office. For reports of previous successful projects, please refer to the [EULAR website](https://www.eular.org/pare-knowledge-transfer-progamme).

Official consultation phase
15 March–1 July 2025

Before submitting your application, please discuss your project aim and application with members of the Knowledge Transfer Working Group. They are ready to help you to develop a successful application. Please email pare@eular.org

**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 24 months, and no later than 1 November 2027. An extension of the projects will not be allowed.
* After receipt and approval of both financial and project reports, the EULAR Office pays out the remaining 30% grant money.

**Project reporting & documentation**

1. The organisation is required to submit a final report to the EULAR Office 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 produce a poster about their project for the upcoming EULAR PARE Conference (if applicable).

3. The organisation will be encouraged to submit an abstract summarising their programme as a case study for consideration at the EULAR Annual European Congress of Rheumatology (submissions due January).

**Deadline for submitting financial and project report**

Project and financial reports are due before 31 December 2027.

**Acknowledgment teaching organisation**

We acknowledge that the teaching organisation is giving valuable time to the applying/learning organisation. For this reason, it is appropriate to include in the budget an allowance payable to the teaching organisation for the time it is donating to the project. This allowance will be 500€. The applying/learning organisation pays the teaching organisation after receiving the grant.

**Decision process and criteria**

Incoming applications will be reviewed by a jury consisting of 6 members of the KTP Working Group and up to 2 members from other Committees (e.g. EMEUNET, HPR)

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

* PARE Committee Chair
* EULAR Vice-President PARE

**Criteria**

1. **Need of the applying organisation and benefits for people with RMDs**
* How will the project help the organisation to support people with RMDs
* How will the project involve people with RMDs actively
1. **Feasibility of the project**
* Clearly defined and achievable aim(s)
* A clear description of steps that you will need to take to achieve your aim(s)
* A good plan of the project (good logistics of the visits)
* The capacity to implement the learning objectives
* A detailed, realistic and adequate budget
1. **Good evaluation**
* Clearly define what you want to achieve with the project. Focus on the "who, what, where, and why."
* Measure your achievements using
	+ quantitative indicators

*for example: 80% raise in new members*

* + or qualitative indicators

*for example: increased patient satisfaction, or 4 reasons for patients’ difficulties to self-manage*

1. **Partnership & cooperation** **& expertise**
* A clear description of the expertise (why you chose) of the teaching (partner) organisation
* Good expertise and skills of people involved in the project (both from the learning and teaching organisation)

**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 EULAR PARE at pare@eular.org. We are here to help you.

Please [upload your application](https://esor.eular.org/course/edit.php?id=696) by 1 July 2025 (23:59 CET).