UEG Activity Grants –
Support for Online Courses (up to € 25,000)

Criteria for applicants and selection process

1. Outline of the activity
We fund the development and publication of 1-hour online courses produced by a UEG Member Society or an individual endorsed by a UEG Member Society. The online courses should teach or underpin the management of gastroenterological, pancreaticobiliary and hepatic diseases to improve the standard of care.

We welcome applications to produce online courses that are innovative, didactic and fulfil the specific educational needs of the target audience [https://www.ueg.eu/education/online-courses/].

2. Conditions for application
- The general terms and conditions for UEG Activity Grants and the ‘How to produce a UEG online course’ guidelines must be adhered to.
- Online course slides will be prepared in the UEG PPT template (provided after selection).
- The development of the online course starts in 2019, and it will be published by July 31, 2021.
- The course will be published exclusively on the UEG Education site.
- The application must include:
  o A completed application form with the outline and key elements of the course (template provided)
  o CVs of the lead author and co-authors, plus details of any previous online courses they have produced
  o The course budget (template provided)
  o In case of an individual application: endorsement letter(s) from UEG Member Society(ies)
  o The grant for an individual application can only be transferred to an organisation (society, host institution, university). No payment to individuals is possible.

- An application for CME accreditation will be submitted to the UEMS-EACCME (at www.eaccme.eu) by the planned launch date for the course, either by the course authors or by UEG, if preferred. The cost of the application will be allocated from the course budget.
- Industry supported courses will not be considered.
- Blended learning courses will not be considered.

3. Review Process and Criteria
Proposals for the support for online courses are peer-reviewed by the UEG E-learning team. The educational value, scientific merit and quality of the proposals are assessed according to the review criteria below, and the proposals are ranked respectively. A maximum of two online courses per applicant will be funded per year. No reasons need to be given for rejection of any application.

Review Criteria:
a. The need for an online course on the specific topic (up to 4 points in total)
- Is the proposal suitable for an online course? (0-1 point)
- Does the proposal cover a current topic gap? (0-1 point)
- Does it concern a hot topic? (0-1 point)
- Does the application follow a multidisciplinary approach? (0-1 point)

b. The author(s) (up to 5 points in total)
- Are the authors authorities in their field (0-2 points)?
- Does/Do the author(s) have experience with the development, production and publication of educational material? (0-1 point)
- Does/Do the author(s) have expertise in medical education? (0-1 point)
- Has/Have the author(s) developed online courses before? (0-1 point)

c. Target audience (up to 2 points in total)
- Is the target audience well defined? (0-1 point)
- Does the proposed level of the course meet the needs of the target group? (0-1 point)

d. Learning objectives (up to 4 points in total)
- Are the learning objectives well defined? (0-2 points)
- Are the learning objectives achievable? (0-2 points)

e. Outline and key elements of the course (up to 6 points in total)
- Are the course outline, planned structure and elements clearly described? (0-2 points)
- Are assessment strategies included? (0-1 point)
- Is the course centred around learners’ needs? (0-1 point)
- Is a variety of material used to assure interactive online learning? (0-1 point)
- Is the novelty of the content secured? (0-1 point)

f. Timeline and milestones (up to 4 points in total)
- Are the timeline and milestones realistic? (0-2 points)
- Is the development process reasonable, feasible and in accordance with the timeline set? (0-2 points)

g. Budget (up to 4 points in total)
- Does the proposal represent “value for money”? (0-2 points)
- Is the budget realistic? (0-2 points)

4. Requirements to be fulfilled to obtain payment
- Letter of agreement (LOA) signed by UEG and the applicant. The conditions of the support only become valid when the LOA has been signed by both parties.
- The payment of the grant will be made in three instalments: 40% at the end of Phase 1, 40% at the end of Phase 2 and 20% at end of Phase 3 of the development process, which is designed to ensure successful delivery of the project.
- Funds will be transferred by UEG only upon completion of each phase. If any of the conditions for application are unfulfilled, the grant will not be paid.