

Guidelines for Establishing and Funding ENOTHE Project Groups

ENOTHE supports and promotes Occupational Therapy and Occupational Therapy Education throughout Europe. ENOTHE will stimulate and facilitate collaboration between European Occupational Therapy educational programmes and **relevant stakeholders** by supporting the establishment of project groups.

❖ CHARACTERISTICS

ENOTHE projects are initiated by member institutions.
They have participants from at least three (3) member states.
Duration of projects can vary from 2 to 4 years.

❖ RELEVANCE OF TOPICS & OUTCOMES

Applicants must demonstrate how the project benefits Occupational Therapy education. Topics of the projects must show a clear benefit to ENOTHE board and members.

The relevance of topic and outcomes has to be clearly explained according to:

- Aims and Areas of the ENOTHE Strategy 2016-2020 and/or *)
- European Policy papers **)

❖ FUNDING

The ENOTHE board set aside a certain percentage of the annual budget as funding for project groups each year. This amount would have to be approved by the General Assembly each year. The number of projects will be determined by the amount of funding available.

As a general principle ENOTHE will provide funding for travel and accommodation in connection with face to face group meetings but not compensation for salary or registration fees to the ENOTHE annual meeting. Groups are encouraged to use available technology such as Google docs, Skype, Drop box to facilitate collaboration and reduce the need for face to face meetings.

Project groups' funding may be used for travel and accommodation a limited number of face to face meetings up to two nights. Face to face meetings should be hosted by one of the participating member institutions.

The amount of funding is discussed in the board and allocated dependent of the estimated budget. For reimbursement use ENOTHE expense claim forms and must be claimed within 3 months of the meetings.

❖ TASKS AND RESPONSIBILITIES

- To write an annual progress report and a final report
- To present ongoing work and/or results during the Annual Meeting (Workshops or presentations)
- To disseminate results and outcomes

❖ PROCEDURE OF APPLICATION

A proposal for a projects can be submitted to the ENOTHE office on two dates each year. The current deadlines will be mentioned at the end of the document and on the website. The application should contain the following information as found in the document [Application for an ENOTHE Project](#)

1. **Background**
2. **Main objectives**
3. **Relevance & Impact to ENOTHE and European policies.**
4. **Innovation**
5. **Outcomes/Products**
6. **Dissemination**
7. **Workplan**
8. **Estimated Costs**

Applications will be discussed in the ENOTHE board and prioritised by Quality and impact of the given information.

DEADLINES FOR 2016

Applications should be submitted by **June 10 2016.**
to the ENOTHE office via info@enothe.eu

*The 2nd deadline for application in 2016 will be
announced after the joint congress in Galway.*

*.) Aims & Areas of ENOTHE strategy 2016-2020

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| <ul style="list-style-type: none"> ○ Education ○ Curriculum development ○ OT in changing contexts ○ Teaching competences | <ul style="list-style-type: none"> ○ Partnerships & OT evidence ○ 3 cycles, research, innovation ○ Sustainability of the network ○ OT – EU |
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**.) European Policy Papers like: EHEA (European higher Education Area)
Bologna
Health 2020
Europe 2020