



EUROPEAN TRANSPLANT COORDINATORS ORGANIZATION COURSE AND TRAVEL GRANTS

Terms and Conditions

An Educational Initiative of the European Transplant Coordinators Organization (ETCO)

As first announced during the ETCO General Assembly held in Leuven, 2004, the Executive Board of ETCO continues to recognize the importance of giving support to educational activities in the field of Transplant Coordination.

Any ETCO member can apply for financial support to attend international educational activities offered by recognized, experienced and already established Educational Training Courses in the field of Transplant Coordination.

Members may also apply for grants to attend ETCO congresses and annual meetings.

A maximum of 5 grants per year will be offered, starting January 1st. Each year, the ETCO Board will review the figures according to the results of the previous one. The financial support can consist of travel and accommodation grants and/or partial or total payment of the current cost of the courses up to a maximum of 2500 € per applicant.

The Grant is administered by the ETCO Board to enable health professionals already working or expected to be involved in the field of Transplant Coordination to gain further experience or training in the field.

I. GUIDELINES FOR THE ETCO GRANTS

Priorities:

1. Highest priority is given to ETCO Members from any country with low GNP income according to economical official statistics. A confirmation of the financial situation could be requested to ETCO National Key Member of that country
2. Support should preferably be given to young health professionals, and post graduate students,
3. Support should preferably be given to health professionals related with some areas more closely related with the donation process like Intensive Care, Emergency Services, Anaesthesiology and Nephrology. Surgical specialists will be supported according to their involvement in the donation-transplantation process
4. Members who have received an ETCO grant on a previous occasion cannot apply again.

II. SELECTION CRITERIA

1. The grant application should be submitted to the ETCO Board (ETCO Secretary)
2. The selection should be approved by the President, the Secretary, the Treasurer and at least one Councillor Board Member
3. Councillor Board Members should not be involved in the election of applicants from their own country
4. The grant should be used for educational purposes only and not be regarded as additional salary



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5. Grants are for individuals and cannot be transferred
6. The applicant must be member of ETCO
7. The applicant should speak English fluently. Official accreditation could be required
8. The application should arrive to ETCO Secretary at least 2 months before the Course
9. The selection will take place at least one month before the event

III. PROCEEDURE

1. The application form should be filled in completely
2. A short Curriculum Vitae is required
3. A Certification of present job as Transplant Coordinator that has to be signed by the Director of the officially recognized Hospital or local, regional or national sharing office. It should indicate whether the person who signs is an ETCO Member. In the case the applicant is not presently working as a Transplant Coordinator, the Certification should demonstrate an intention to offer the applicant a position where will work at least part time as Transplant Coordinator
4. For evaluation the grant application must fulfil the formal requirements
5. When a grant has been approved, a letter will be sent to the recipient, the Home Institute and the Course organiser
6. The letter will inform each applicant of the amount of money granted
7. ETCO can request to the applicant how the money grant will be split between travel costs, accommodation or Course expenses
8. It must be ensured that the travel costs are spent by only going to the particular place of the Course
9. The grant funds should be transferred to the applicant (bank account required) or to the Course organiser

No later than two months after the end of the Course the applicant should send a report to ETCO Secretary about the possible applications of the course in his activity and a copy of the Course Diploma or Certificate of Attendance

Send this application with all the required documents to:

ETCO General Secretary
Luboslav Bena, CETC, MD
ETCO Executive Office
Joan Maragall, 12
08360 Canet de Mar
Fax : 00 34 937 942 658

e-mail: secretariat@etco.org, janealewis@gmail.com