

UEG Activity Grants Support of Standards & Guidelines initiatives

Criteria for applicants and selection process

In 2023, UEG supports the development of:

- new clinical practice guidelines¹ in areas where no European guideline exists
- updates of existing clinical practice guidelines

1. Conditions for all applications

- Applications must adhere to [the general terms and conditions for UEG Activity Grants](#).
- Each application needs a lead applicant member society and a lead coordinator (= person in charge of the application and project).
- Current members of the Quality of Care Committee may be part of the proposed working group. However, they must not be lead coordinator of a project.
- A maximum of two Standards & Guidelines initiatives per lead applicant UEG Member Society will be funded per year.
- UEG welcomes initiatives that are managed by or involve a broad base of partners and organisations across Europe. The collaborative approach and interaction among all partners must be clearly shown. Each partner appoints min. one representative to the working group.
- The initiative must adhere to the [UEG framework for the development of high-quality clinical guidelines](#).
- The application must provide:
 - Completed application form with a description of the planned initiative (use of UEG template is compulsory).
 - [Application form: development of new clinical practice guidelines](#)
 - [Application form: update of existing clinical practice guidelines](#)
 - Gantt chart that defines timelines and milestones (https://en.wikipedia.org/wiki/Gantt_chart)
 - Budget (indicating requested amount of funding from UEG, and detailed list of financial or in-kind contributions from other sources, if applicable. Use of [UEG budget template](#) is compulsory).
 - COI of the lead applicant (use of [UEG template](#) is compulsory)
 - Signed letters from all participating societies and partners to verify the collaboration

1.a. Conditions for the development of new clinical practice guidelines

- Support of up to € 40,000 per project. Please note that the usual amount of funding per project is between € 20,000 and € 30,000. Requests for higher amounts will only be granted in exceptional, justified circumstances. Each applicant should only apply for the amount needed to complete the project. Please provide a detailed budget justifying the individual amounts. Final budget allocation is up to the UEG Quality of Care Committee.
- The need for a new guideline must be clearly demonstrated. The guideline should cover an area where no European guideline exists.
- The initiative must be managed by either of the following groups:
 - The lead applicant is a [UEG Ordinary Specialist Member Society](#). Involvement of additional partner organisations or societies is encouraged.

¹ Definition of a clinical practice guideline:

Addresses clinical questions; performs a systematic review of literature (specified search of literature with critical assessment and scoring of evidence quality); elaborates specific recommendations (statements displayed separately from the other text); weighs the recommendations according to the quality of the evidence and other evidence-based parameters.

- The lead applicant is a [UEG National Member Society](#). At least one [UEG Ordinary Specialist Member Society](#) must be involved.

1.b. Conditions for the development of updates of existing clinical practice guidelines

- Support of up to € 20,000 per project. Please note that the usual amount of funding per project is between € 15,000 and € 20,000. Each applicant should only apply for the amount needed to complete the project. Please provide a detailed budget justifying the individual amounts. Final budget allocation is up to the UEG Quality of Care Committee.
- The initiative must be managed by either of the following groups:
 - The lead applicant is a [UEG Ordinary Specialist Member Society](#). Involvement of additional partner organisations or societies is encouraged.
 - The lead applicant is a [UEG National Member Society](#). At least one [UEG Ordinary Specialist Member Society](#) must be involved.
- The lead society who developed the original guideline must be involved in the guideline update.

2. Review Process

Proposals for Standards & Guidelines initiatives are peer-reviewed by the Quality of Care Committee. Members of the Quality of Care Committee who are directly or indirectly involved in the application will abstain from reviewing the application. The scientific merit and quality of the proposals are assessed based on the review criteria below, and proposals are ranked accordingly.

Review criteria:

Please address each of the given criteria in your application to allow an efficient review process!

- Overall impression of the application (0-5 points)
- Motivation for conducting the initiative (up to 12 points in total):
 - Is there no European guideline in this area? Or are there local/national guidelines in this area that need to be completed and adapted for a wider European community? Or are there existing guidelines that need to be updated? Please provide a list of current/relevant guidelines on your proposed topic. (guideline available / update not necessary = 0 points | no European guideline / update necessary = 4 points)
 - Does the guideline (update) intend to harmonize an area where there are great disparities in the management across different countries in Europe? (no = 0 | yes = 2 points)
 - Does the guideline (update) focus on a disorder with high impact on patients' welfare and disease-related costs? Please elaborate and provide evidence. (no = 0 | either welfare or costs = 1 | both welfare and costs = 2 points)
 - Does the guideline (update) address an issue with relevant new evidence, based on recent studies and improved knowledge in the last 5 years? (no = 0 | yes = 4 points)
- Details of the initiative (up to 8 points in total)
 - Is the direction and outline of the initiative clearly described, feasible and realistic? (no = 0 | yes = 2 points)
 - Will the initiative foster the collaboration across GI disciplines (i.e. GI surgery, GI radiotherapy, gastroenterology, paediatric GI, primary care etc.) and thus stimulate the evolution of interdisciplinary guidelines? (no = 0 | yes = 2 points)
 - Are there specific plans for disseminating the guideline once it has been published? (no = 0 | yes = 2 points)
 - Are there processes in place to measure the outcome (e.g. uptake of guideline, clicks to web site, presentation at meetings, citations)? (no = 0 | yes = 2 points)
- Partners organising the initiative (up to 15 points in total)
 - Does the working group involve a broad base of partners and organisations from across Europe? (no = 0 | yes = 3 points)
 - Does the working group involve young colleagues in a responsible position, and do the applicants demonstrate a solid strategy to help young talents develop further? (no = 0 | yes = 1 point)

- Is the working group gender balanced? (no = 0 | yes = 1 point)
 - Are the most relevant societies and experts in the respective field involved? Please elaborate and give evidence of their credentials. (no = 0 | yes = 3 points)
 - Is the primary care perspective included (if applicable)? (no = 0 | yes = 1 point)
 - Are patient(s) (organisations) involved in the development? (no = 0 | yes = 1 point)
 - Is a methodologist (or members of the working group with broad experience in development of guidelines) involved in the guideline development group? (no = 0 | yes = 3 points)
 - Is the co-operation and communication between partners realistic and manageable? Will the partnership work in practice? (no = 0 | yes = 2 points)
- e. Project management (up to 8 points in total)
- Are the timelines of the project realistic? (no = 0 | yes = 4 points)
 - Are there profound contingency plans in place if there are problems? (no = 0 | yes = 4 points)
- f. Budget (up to 6 points in total)
- Is there a convincing/feasible/realistic outline justification for the budget? (no = 0 | yes = 4 points)
 - Are the expenses (especially travel, accommodation, venue, etc.) reasonable and adhering to the expense limits given by UEG? (no = 0 | yes = 2)

Travel reimbursement for working group members: max. € 500/per person and meeting. The meeting venues must be chosen within reasonable travel distance for most members.

Hotel: max. € 150 per night

These are maximum amounts, and we ask both applicants and reviewers to consider meeting venue/city and travel distance.

- g. **Additional** points are assigned to initiatives... (If a criterion is met, full additional points are given. If not, no additional points will be given).
- ...where the working group includes members from a country with a low Human Development Index² (see annex). (2 additional points)
 - ...that show a budget model that lists financial or in-kind contributions in addition to the UEG grant (e.g. resources or facilities provided by participating societies; no industry support) (2 additional points)

3. Important information for all applications (read carefully before you apply):

- Only one application can be submitted per myUEG account. In case you plan to submit more than one application for UEG Activity Grants 2023, please consult with Elisabeth Aumaitre at e.aumaitre@ueg.eu beforehand.
- Shortlisted applicants must be available to answer questions to their projects on occasion of the Quality of Care Committee meeting on June 16, 2023 (virtual participation is sufficient, no travelling necessary).
- Reporting: Successful applicants must provide the following reports according to the reporting timeline set by UEG:
 - Two update reports per year
 - A final report (incl. budgetary reconciliation) upon completion of the project
- Regulations for publication of the finished guideline (update):
 - All guidelines developed with financial support by UEG are published exclusively in UEG Journal (provided that they receive a positive peer review and are accepted for publication).
 - Open Access to all guideline papers will be guaranteed by UEG and the publisher of UEG Journal.
 - The costs for the APC (€ 2,000) must be included in the budget. Please also see point 4 Submission to UEG Journal.
 - If the guideline is co-funded, co-publication might be allowed upon approval of the UEG Journal Editor in Chief. This request must be made with the application.

² Human Development Indices are listed in the Human Development Report which is published annually by the United Nations Development Programme (UNDP). The full report 2021-22, based on the figures of 2021, is available here: <https://hdr.undp.org/content/human-development-report-2021-22>.

- Dissemination of initiatives: After publication, a shortened/app-friendly version of the guideline must be provided for inclusion of the guideline in the GI Guidelines App (ueg.eu/guidelines-app). Therefore, the grant recipient must:
 - Provide algorithm(s), list of related scores and calculators with references, summary recommendations of the guidelines (update)
 - Review and approve the app version once it has been programmed
- Regulations for grant payment:
 - A Letter of Agreement (LOA) must be signed by UEG and the lead applicant society. Only upon signing the LOA by both parties, all features of the grant become valid.
 - 50 % of the total grant will be transferred within reasonable time after the LOA between UEG and the lead applicant has been signed. The remaining 50% will be transferred once the guideline is completed, has been submitted to UEG Journal and the final report has been approved by the UEG Quality of Care Committee.
 - Payment will be made to the lead applicant society's bank account. If the lead applicant society agrees, payment can also be made to a university account. No payments to private accounts are possible.
 - If any condition for application or requirement of fulfilment is not met, UEG will not pay out the grant.

4. Submission to UEG Journal

While the UEG Quality of Care Committee will review the applications and decide on their funding, they don't review any finished guidelines nor decide upon their acceptance for publication in UEG Journal. Submitted guideline papers will be reviewed by the Editorial Board of UEG Journal and will be accepted or rejected for publication following the peer review process.

All submissions to UEG Journal that result in an acceptance are subject to an **Article Publication Charge (APC)** (currently € 2,000 for myUEG Associates). Our publisher Wiley **offers waivers and discounts** to corresponding authors based in low- and middle-income countries. In addition, many institutions or funders cover APCs in full or part for affiliated authors through a Wiley Open Access Account. Discounts can only be applied if the **corresponding author** is based in the specific country. For multi-centre studies, authors should therefore assign the role of corresponding authors specifically to a person who benefits from a discount or waiver.

Annex 1:

Ranking of countries according to the Human Development Index 2021-2022

Table 1. Human Development Index and its components

	Country	Human Development Index (HDI) 2021		Country	Human Development Index (HDI) 2021
high HDI	Switzerland	0,962	low HDI	Portugal	0,866
	Norway	0,961		Latvia	0,863
	Denmark	0,948		Croatia	0,858
	Sweden	0,947		Slovakia	0,848
	Ireland	0,945		Hungary	0,846
	Germany	0,942		Türkiye	0,838
	Netherlands	0,941		Montenegro	0,832
	Finland	0,940		Russian Federation	0,822
	Belgium	0,937		Romania	0,821
	Luxembourg	0,930		Georgia	0,802
	United Kingdom	0,929		Serbia	0,802
	Israel	0,919		Albania	0,796
	Slovenia	0,918		Bulgaria	0,795
	Austria	0,916		Bosnia and Herzegovina	0,780
	Spain	0,905		Ukraine	0,773
	France	0,903		North Macedonia	0,770
	Italy	0,895		Moldova (Republic of)	0,767
	Estonia	0,890		Armenia	0,759
	Czechia	0,889		Algeria	0,745
Greece	0,887	Azerbaijan	0,745		
Poland	0,876	Egypt	0,731		
Lithuania	0,875	Tunisia	0,731		
			Morocco	0,683	