**Application form for ESHRE Projects**

This application form can be used to request support of ESHRE for a project, including Guidelines or Good practice recommendations. The completed application form should be sent to XX.

Applications will be reviewed by the Executive Committee. The aim is to provide feedback within 6 weeks after submission of the form. Further information is available in the ESHRE Internal rules (provided with this document).

**Summary**

|  |  |  |
| --- | --- | --- |
| Proposed title: |  | |
| Type of application: |  | **Guideline** |
|  | **Good practice recommendations paper** |
|  | **Position paper** |
|  | **Other (ESHRE) project**  ***[please specify]*** |
| Contact person: (name and email) |  | |

**Section 1: Information on the Applicants**

|  |  |  |
| --- | --- | --- |
| ESHRE Special Interest Group(s) /Committee/working group involved (if any): |  | |
| Project lead (or chair)[[1]](#footnote-1): |  | |
| *[name]* | ***[country]*** | ***[Affiliation]*** |
| Project team:  (one row per team member) |  | |
| *[name]* | *[country]* | *[Affiliation]* |
|  |  |  |
|  |  |  |
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**Section 2: Information on the Project**

|  |
| --- |
| Background and rationale[[2]](#footnote-2) (500 words max) |
|  |
| Aims and objectives (300 words max) |
|  |
| Expected benefits of the project (500 words max) |
|  |
| Link to other ESHRE projects/documents (300 words max) |
|  |
| Expected outcomes in terms of documents, publications, etc. (500 words max) |
|  |
| Annexes |
| *[Annexes can be added detailing reference lists, protocols, examples. If any annexes are added, please add here a short description on what is included]* |

**Section 3: Methodology, timeline and resources**

|  |  |
| --- | --- |
| Proposed methodology[[3]](#footnote-3) (500 words max) | |
|  | |
| Timeline (300 words max) | |
|  | |
| Resources[[4]](#footnote-4) | |
| * Technical/administrative/project management support | *Yes/No*  *[If yes, please explain the tasks for which support is needed]* |
| * Support for meetings | *Yes/No*  *[If yes, please explain]* |
| * Financial support | *Yes/No*  *[If yes, please describe the budget and for what the money will be used]* |
| * Other support | *Yes/No*  *[If yes, please explain]* |

**Section 4: Additional information**

|  |
| --- |
| Any further information related to the project |
|  |

**DECISION (to be completed by the Executive Committee upon review and discussion)**

|  |  |
| --- | --- |
| Conclusion: | *Approved/not approved/returned for revision* |
| Feedback: |  |
| Resources awarded: |  |
| Conditions[[5]](#footnote-5): |  |

1. The project lead or chair is also the main contact person. On the resulting publication, s/he will be the corresponding author, and the first or last author (upon preference). The role can be split among 2 co-chairs. [↑](#footnote-ref-1)
2. In case of an application for a guideline or good practice recommendation paper, please include information on the relevance of the topic, and actual variation in practice. [↑](#footnote-ref-2)
3. In case of guidelines and good practice recommendations papers, the methodology will follow the procedures described in the respective manuals. [↑](#footnote-ref-3)
4. In case of guidelines and good practice recommendations papers, the resources required will be defined by the central office. [↑](#footnote-ref-4)
5. In case the significant resources from ESHRE are requested, the Executive Committee can award the support under conditions in terms of publication in an ESHRE journal, or specific acknowledgement. [↑](#footnote-ref-5)