

**THE COCHRANE COLLABORATION POLICY ON
DEVELOPING COUNTRY AND CONSUMER STIPENDS
FOR COLLOQUIA**

This document has built on past stipend policy documents and has been further developed after input from members of the Consumer Network, members of previous Stipend Committees, and members of the Cochrane Colloquium Policy Advisory Group (CPAG).

Claire Glenton, co-convenor of the CPAG, and Luis Gabriel Cuervo, former chair of the Developing Countries Stipend Committee, took responsibility for the preparation of the document.

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Introduction

Cochrane Colloquia have been organised annually since 1993. Since 1995 stipends to attend Colloquia have been available to contributors from developing countries and to consumers from both developed and developing countries.

The allocation of stipends is organised through the joint efforts of the Colloquium Organising Committee and of two separate stipend committees: the Consumer Stipends Committee and the Developing Country Stipends Committee. Membership in each of these committees is determined each year.

The purpose of this document is to assist future colloquium organising committees and stipend committees in the stipend allocation process, describing those parts of the process that can be treated similarly by both the consumer and developing country stipend committees, and those aspects that differ.

For an overview of previous decisions relating to stipend policy see Appendix 1

For a history of developing country and consumer stipends see Appendix 2.

NB! An overview of previous stipend holders is not publicly available but will be made available to stipend committees on request to the Colloquium Policy Advisory Group.

1. *Appointing the Stipends Committees*

- 1.1 Developing country and consumer stipends are the responsibility of the Colloquium Organising Committee.
- 1.2 The Colloquium Organising Committee is responsible for appointing the Chairs of the Developing Countries and Consumer Stipends Committees. Each Chair will then present a list of four other Stipends Committee members to the Colloquium Organising Committee who will approve these members.
- 1.3 Each Stipends Committee should be made up of peers from a range of geographical locations and with a range of involvement in the Collaboration. Ideally, each Stipends Committee should include people heavily acquainted with the situations applicants face (e.g. people who would be eligible for developing country or consumer stipends but who are not interested in applying this time around).
- 1.4 Ideally, all members of the Developing Country Stipends Committee should have a developing country background or be acquainted with the practical issues and challenges of developing country applicants.
- 1.5 The Consumer Stipends Committee will include both Consumer Network Steering Group representatives, both of whom have their Colloquium expenses paid by the Steering Group.
- 1.6 Some members of each Stipends Committee should have previous experience on the Stipends Committee in order to ensure continuity.
- 1.7 Members of each Stipends Committee will need to have ready access to email for the duration of the Committees' deliberations on stipend allocation.

- 1.8 When possible, the organisers of the Colloquium will provide a purpose set email address to the Chair of each Committee (which can be linked to his or her own email address).
- 1.9 Stipends Committee members will not be eligible to apply for stipends from the Stipends Committee that they are a member of.
- 1.10 Stipends Committee members, including the Chairs, will be eligible to serve up to three consecutive years, although the usual term will ordinarily be two years.

2. *Managing the stipend process*

- 2.1 The Stipends Committee Chair is responsible for organising timetables and for distributing stipend management tasks.
- 2.2 The Colloquium Organising Committee is responsible for receiving applications, and for sending them on to the Stipends Committee.
- 2.3 The Colloquium Organising Committee is responsible for informing the Stipends Committee Chairs of the availability of funds.
- 2.4 The Colloquium Organising Committee is responsible for sending letters of thanks for donations. The Stipends Committee Chairs and the head of the Colloquium Organising Committee should sign these letters.
- 2.5 The Colloquium Organising Committee will provide the Chairs of the Stipends Committees with the necessary letterhead paper or templates for official communications.

3. *Announcing the stipends*

- 3.1 Information about stipends, including information about deadlines and instructions for applicants, should be developed in collaboration with the Stipends Committee Chairs.
- 3.2 The Colloquium Organising Committee is responsible for placing information about stipends on the Colloquium website and the Cochrane Consumer Network (CCNet) website and for spreading this information through other relevant channels including the consumer e-mail system.
- 3.3 The application form will indicate that accommodation and daily meals and local travel allowances will be standardised, but applicants need to help seeking information on the cheapest applicable economy transport, as well as airport taxes, travel insurance, and visa costs.
- 3.4 Stipend deadlines should allow time for applicants to apply for and receive visas (up to six months may be necessary for some countries).
- 3.5 Application forms must be circulated in time for mail to reach international destinations by airmail, and should allow time for people to seek assistance for their applications.

For an example of a developing country stipend announcement, see appendix 3
For an example of instructions for developing country stipend applications, see appendix 4
For an example of a developing country application letter template, see appendix 5
For an example of a fund-seeking letter, see appendix 16.

For an example of a consumer stipend announcement, see appendix 10
For an example of instructions for consumer stipend applications, see appendix 11
For an example of a fund-seeking letter, see appendix 16.

4. Applying for stipends

- 4.1 Applicants must comply with the deadlines published on the Colloquium and Consumer Network websites.
- 4.2 Applicants are responsible for ensuring that their full documentation reaches the Stipends Committee in time. It is the applicant's responsibility to allow for sufficient time to deal with delays in mail. Under exceptional circumstances Stipends Committees may consider applications submitted in a timely manner but exposed to unexpected delays.
- 4.3 It is the applicant's responsibility to ensure that Cochrane entities, and others where appropriate, providing support letters deliver these to the Stipends Committee within the agreed deadlines.
- 4.4 Stipend applicants are responsible for providing accurate information and references. The inclusion of misleading statements (e.g. quoting a business airfare as an economy airfare) or false information (e.g. citing non-existent reviews) may lead to exclusion from the application process.

5. Allocating the developing country stipends

- 5.1 The Developing Country Stipends Committee will consider applications from voluntary contributors including reviewers, editors, handsearchers, trial search coordinators, and translators. People whose primary role is as a consumer will be referred to the Consumer Stipends Committee. People applying on the basis of their contracted work with The Collaboration will be referred to the appropriate entity.
- 5.2 People from developing countries are defined as residents of countries categorised by the World Bank (see <http://www.worldbank.org/data/countryclass/countryclass.html>) as developing countries (low income, lower-middle income, upper-middle income). Applicants from upper-middle income countries will be eligible for partial stipends (meaning that they will have to cover part of their costs e.g. at least their registration)
- 5.3 Developing country stipend applicants will be scored according to the following criteria:
 - contributions to The Cochrane Collaboration during the period between the previous Colloquium and the next one
 - country where they are based
 - level of participation in the coming Colloquium
 - support from Cochrane entities other than those they work for
 - raising of additional funds
- 5.4 Developing country stipend applicants will be encouraged to find at least partial support from their own communities or the Cochrane entities with which they are involved. Those achieving significant partial funding will have a higher chance of being allocated a stipend as they will be awarded extra points in their scoring card.
- 5.5 The Stipends Committees will need to agree on the scoring sheet or any changes to it before appraising any applications, and ideally before applications are received.

- 5.6 The Chairs of the Stipends Committees will receive a list of the applicants from the Colloquium Organising Committee the following working day after the final deadline for applications. The Colloquium Organising Committee will also send all Stipends Committee members copies of all applications including late applications. Supporting material will include summaries of key information such as a list of applicants listed by country, date of submission and the entity providing the support letter, standardised costs for that person, and briefing materials.
- 5.7 The Chairs of the Stipend Committees need to quickly assess each application to ensure they are with the right committee. With any incorrect allocation, the Chair needs to pass the application to the other committee. If there is uncertainty the two Chairs should discuss and come to some decision.
- 5.8 Members of the Developing Country Stipends Committee will declare any possible conflict of interest during the Committee's deliberations. The Chairs will determine whether Committee members should be excused from the evaluation of applicants that they for instance have co-authored reviews with or that they work closely with.
- 5.9 The Chair of the Stipends Committee is responsible for verifying the information that is included in each application, including the accuracy of information about published protocols and reviews and, when it is judged as necessary, the authenticity of the support letters.
- 5.10 Stipends Committee members will independently score applications and submit their scores and comments to the Stipends Committee Chairs. The Chairs will collate the scores and circulate a spreadsheet with the individual and collated scores to all other Stipends Committee members.
- 5.11 The Stipends Committee Chairs will organise a conference (or audio-link) to address any important disagreement in scores and reach consensus on which applications to fund. Vetoed applications or those that Stipends Committee members scored under the threshold will be individually discussed to ensure there is agreement. An effort will be made to reach decisions by consensus but otherwise these decisions will be reached by majority. Before a conference or audiolink, however, committee members should be asked to first check their voting in cases where there is disagreement in case this disagreement can be resolved without a conference.)
- 5.12 The Chairs of the Stipends Committees have a facilitating and liaison role, and not a final decision making role, except where decisions must be made urgently and votes are not returned by Committee members in time (where, for example, a stipend recipient has to cancel and substitution of another eligible person is needed).
- 5.13 The Stipends Committees may consult with the Secretariat if any extraordinary circumstance demands so.
- 5.14 The Developing Country Stipends Committee have defined disagreement when the range of scores exceeds 9 points, and have also established a threshold for eligibility; scores lower than 12 points are not considered eligible. The Chairs will then produce a list of applicants ranked according to their aggregated mean scores splitting those eligible from non-eligible or vetoed applicants.
- 5.15 For Developing Country stipend applicants, letters of support from members of Cochrane entities that are also colleagues will not be considered.
- 5.16 As specified in the CPAG's General Criteria for Cochrane Colloquia Sponsorships document, for-profit organisations may contribute to the sponsorship of Colloquium fees or stipends/bursaries for some attendees, provided that these contributions are pooled within

the general fund for stipends and the decisions as to the recipients remain entirely with the Colloquium Stipends Committee.

For an example of a developing country stipends scoring questionnaire, see Appendix 6.

6. Allocating the consumer stipends

6.1 Applicants that fulfil the following definitions are eligible to apply for consumer stipends: *The Cochrane Collaboration defines a health consumer as someone who uses, is affected by, or who is entitled or compelled to use a health related service. A consumer advocate or representative is a consumer who is actively involved with other consumers and able to represent the perspectives and concerns of that broader group of people. The Cochrane Consumer Network considers its members to be people who contribute as consumers to The Cochrane Collaboration and who support the aims of the Consumer Network.*

Consumers from developing countries should apply in the 'consumer' category.

6.2 Consumer stipend applicants will be scored according to the following criteria:

- contributions to The Cochrane Collaboration
- support from an entity
- level of participation in the coming Colloquium
- involvement as a health consumer outside the Cochrane Collaboration, for instance in a consumer or community group, patient support group, self-help group.

6.3 The Stipends Committees will need to agree on the scoring sheet or any changes to it before appraising any applications, and ideally before applications are received.

6.4 The Chairs of the Stipends Committees will receive a list of the applicants from the Colloquium Organising Committee the following working day after the final deadline for applications. The Colloquium Organising Committee will also send all Stipends Committee members copies of all applications including late applications. Supporting material will include summaries of key information such as a list of applicants listed by country, date of submission and the entity providing the support letter, standardised costs for that person, and briefing materials.

6.5 Stipends Committee members will independently score applications and submit their scores and comments to the Stipends Committee Chairs. The Chairs will collate the scores and circulate a spreadsheet with the individual and collated scores to all other Stipends Committee members.

6.6 The Stipends Committee Chairs will organise a conference (or audio-link) to address any important disagreement in scores and reach consensus on which applications to fund. Vetoed applications or those that Stipends Committee members scored under the threshold will be individually discussed to ensure there is agreement. An effort will be made to reach decisions by consensus but otherwise these decisions will be reached by majority. Before a conference or audiolink, however, committee members should be asked to first check their voting in cases where there is disagreement in case this disagreement can be resolved without a conference.)

6.7 The Chairs of the Stipends Committees have a facilitating and liaison role, and not a final decision making role, except where decisions must be made urgently and votes are not returned by Committee members in time (where, for example, a stipend recipient has to cancel and substitution of another eligible person is needed).

6.8 The Stipends Committees may consult with the Secretariat if any extraordinary circumstance demands so.

6.9 As specified in the CPAG's General Criteria for Cochrane Colloquia Sponsorships document, for-profit organisations may contribute to the sponsorship of Colloquium fees or stipends/bursaries for some attendees, provided that these contributions are pooled within the general fund for stipends and the decisions as to the recipients remain entirely with the Colloquium Stipends Committee.

- 6.10 Once Consumer Stipends applicants have been scored:
- The first stipend will be given to the highest scoring applicant who comes from a developing country according to the World Bank definition (also used by the Developing Countries Stipends Committee.)
 - The second stipend will be given to the highest scoring newcomer to the Cochrane Collaboration, defined as a consumer who has shown a willingness to work with a Cochrane entity (and who has a letter of support from this entity) over a period of no more than two years and who has not attended a Cochrane Colloquium.
 - If funds have been donated for any additional specific category of consumer, e.g. UK consumers, these will be given to the highest scoring consumers in the specified category.
 - Subsequent stipends will be allocated according to score and irrespective of the applicant's status as developing country citizen or newcomer.

For an example of a consumer stipends scoring questionnaire, see Appendix 12.

7 Informing applicants

7.1 The Colloquium Organising Committee is responsible for all communication to stipend applicants.

7.2 Non-eligible applicants (or vetoed applicants) will be informed that their application was unsuccessful at the earliest opportunity. It is discretionary for the Colloquium organisers to offer non-eligible applicants an extension period to apply for discounted registration.

7.3 Eligible applicants will be informed according to the availability of funds. If sufficient funds are not secured, they will be informed that they are in a waiting list and will be allocated funds following the order of ranking.

7.4 Ordinarily, all allocation decisions will be made and applicants notified at least two months before the Colloquium. Offers of stipends will be made contingent on the applicant's acceptance of the terms of the offer, and securing of relevant travel documentation: no funds or travel purchases will be outlaid until the necessary travel documentation has been secured, and these other terms of offer needs to be included in the offer of stipend. Any deviation from the terms needs to be consulted with the Stipends Committee Chair (e.g. changes in airfare rates) and will be decided on an individual basis and according to the availability of funds.

7.5 Applicants will be routinely asked to inform the relevant Stipends Committee in a timely manner of additional funds that they have raised or if their travel plans have changed, to increase the chances of funding other people.

For examples of letters to successful and unsuccessful developing country stipends applicants, and applicants in line, see Appendices 7, 8, and 9.

For examples of letters to successful and unsuccessful consumer stipends applicants, and applicants in line, see Appendices 14, 15 and 16.

8 Managing successful applicants

- 8.1 The Colloquium Organising Committee is expected to take on tasks related to the practical organisation of successful stipend applicants' stay, including assistance with travel arrangements, hotel accommodation, and any financial compensation for travel expenses etc.
- 8.2 The Stipends Committees are responsible for ensuring that the rights and needs of people with disabilities or ill health are met.
- 8.3 When appropriate, the Colloquium Organising Committee will liaise with their countries' embassies and consulates to provide any required information aimed at maximising the chances of funded delegates to attending. Invitation letters will be provided to delegates requiring a visa.
- 8.4 Recipients will be expected to attend the whole Colloquium. This requirement must be included in the form offering a stipend along with a statement that failure to meet this requirement may result in disqualification from eligibility for future stipend support.
- 8.5 The Stipends Committees will fund the cheapest economy travel rates available. Additional expenses such as those related to an accompanying person or extending the trip beyond the duration of the Colloquium is the responsibility of applicants. The Committees may consider funding additional nights when travel restrictions demand it, but this will be evaluated on an individual basis.
- 8.6 The stipend process should allow stipend holders to attend the Colloquium in a way that allows them to feel included in The Cochrane Collaboration and that maximises their networking. Awards should be for standard amounts, and may cover economy travel, visa expenses, necessary airport taxes, medium standard accommodation at hotels that host other Colloquium participants (with the possible exception of special requirements relevant to ill-health or disability), and main social events. Applicants will be encouraged to apply for partial funding, as opposed to full funding, and to inform the Colloquium Organising Committee at the earliest time possible if they will not attend so as to allow other arrangements to be made to maximise the existing resources.
- 8.7 When possible, the Colloquium Organising Committee will try to deliver the benefits of the stipend in kind (e.g. paying the hotel directly, offering travelcards or prepaid air/public transport tickets) to reduce the paperwork, amounts claimed and money exchange expenses.
- 8.8 In the past, consumer stipend holders have appreciated staying in the same hotel and it is recommended that this practice is continued.
- 8.9 To ensure that stipend holders understand exactly what types of expenses their stipends do and do not cover, details should be sent to them for confirmation before their arrival, for instance through an expense agreement form (see below). Unfortunately, some stipend holders have in the past misused their stipends by for instance cashing in their plane tickets or quoting a business airfare as it was an economy airfare. At the same time, it is unreasonable to expect stipend holders to pay for their expenses in advance and then be reimbursed. The following suggestions may provide some solutions:
- **Air travel:** Colloquium organisers should order and pay for non-refundable plane tickets that are picked up by stipend holders before their journey.

- **Visa expenses:** Visa expenses should be paid for by the stipend holder and then reimbursed upon display of receipt.
- **Ground travel during journey:** Travel expenses during the journey to and from the Colloquium should be paid for by the stipend holder and then reimbursed upon display of receipt. Stipend holders should be discouraged from using taxis if public transport is a reasonable option.
- **Ground travel during Colloquium:** If feasible, stipend holders should be provided with a pre-paid public transport/bus card upon arrival at the Colloquium.
- **Hotel:** The hotel bill should be paid directly by the Colloquium organiser. It should be made clear to the stipend holder that only the number of nights necessary for him or her to participate in the Colloquium will be covered unless flights to and from the Colloquium dictate otherwise.
- **Registration fee:** Should be paid directly by the Colloquium organiser.
- **Social events:** Should be paid directly by the Colloquium organiser.
- **Meals:** A set sum to cover breakfast, lunch and dinner should be agreed upon. Meals that are covered by social events, hotel, Colloquium registration, etc can then be deducted from this sum.

For an example of an “Expense Agreement Form”, See Appendix 18
 For an example of a support letter for applicants applying for visas see Appendix 19.

9 Financial reporting

9.1 There should be consistent financial reporting and accountability arrangements, overseen by the CCSG through the Colloquium Organising Committee. The Chair of the Stipends Committee and the Colloquium Policy Advisory Group –CPAG will be informed and approve the expenditure.

9.2 All funds relevant to stipend awards and their management should be easily identifiable in the main Colloquium accounts, and financial reports regarding stipends should be forwarded to the CCSG when financial matters are concluded (ideally within four months of the colloquium).

9.3 All sponsorship will be declared, grouped according to the size of the contribution, at and after the Colloquium. The Stipends Committee will be allocated five minutes during the opening or closing ceremony of the Colloquium to acknowledge sponsorships.

9.4 If available funds exceed the amount needed for those eligible, then those funds will be rolled over to the next Colloquium.

10 Reporting on awards, data collection and continuity between colloquia

10.1 The privacy of stipend applicants and the personal information they provide must be respected.

10.2 Stipends Committee members (other than the Chairs) will destroy all personal information about applicants, and all associated material with applicants named, after the Colloquium.

10.3 All sponsorship of developing country and consumer stipends must be publicly acknowledged in the Colloquium programme, on the Colloquium website and on the Consumer Network website.

- 10.4 The Stipends Committee Chairs are responsible for updating the lists of applicants. Lists will include applicant names, areas of involvement in the Collaboration, gender, and country of residence. They will not be made publicly available.
- 10.5 A listing of the names of those who attended the Colloquium on central stipend awards, along with area of involvement in Collaboration (where applicable) and country of residence will be supplied to the CCSG, along with the financial reports.
- 10.6 The Colloquium Policy Advisory Group will maintain the register of successful stipend applicants, and continue to provide annual updated reports on aggregated data from the register to the CCSG monitoring process.
- 10.7 The Colloquium Policy Advisory Group will maintain standard documentation, as refined each successive colloquium, and notify the CCSG when any need to consider change in Collaboration policy emerges.
- 10.8 The Stipends Committee is responsible for providing a summary of the lessons learned. Recommendations and changes to the scoring questionnaires need to be addressed and sent to the Colloquium Policy Advisory Group in order for them to approve and edit proposed changes before the next Colloquium.
- 10.9 All necessary standard documentation should be provided as appendices to this document, and should be made available to future organisers and committees by the Colloquium Policy Advisory Group.

Appendix 1: Colloquium Policy Advisory Group decisions on Developing Country and Consumer Stipends

The Colloquium Policy Group (CPAG) agreed at two meetings (Rome, October 1999 and San Antonio, March 2000) to maintain this distinction. Other decisions of the CPAG have been:

- All entities should be asked to contribute funds to consumer stipends (1999)
- Committee decision making processes should be transparent (1999)
- Representatives of each kind of entity grouping (centres, CRGs, methods groups, the Consumer Network, Steering Group) should be included on each committee
- The Chair of a Stipends Committee should be a facilitator, not a final decision maker
- There should be a formal liaison between the stipends committee and the Chair of the Colloquium (1999)
- There should be an account created specifically for stipend funds, with a minimum amount known to the Colloquium Chair at least one year before the Colloquium, to enable appropriate planning for numbers, and minimise last minute allocation of stipend funds (1999)
- To use the formal Collaboration definition of consumer (from the Glossary on the Cochrane Library) (2000)
- Profits of a colloquium should be devoted to stipends for the following year (2000)
- The current year's colloquium organiser should include funds to add to this pot (2000)
- These central funds should be distributed by a central committee (2000)
- There should be two separate committees for the two categories of stipends (2000)
- Entities who raise stipend funds should distribute them as they see fit (2000)

Appendix 2: Developing Country and Consumer Stipend History

III Colloquium (Oslo 1995)

Funds were provided by the Colloquium organisers and split 50/50 between developing countries and consumers. The same committee, organised by the Colloquium organisers, allocated both developing country and consumer stipends. The Committee was organised by the Colloquium organisers and was made up of Hilda Bastian (Coordinator of the Consumer Network, Australia), Kay Dickersin (Cochrane Center Director, USA) and Juan Lozano (Coordinator of the then Developing Countries Field).

IV Colloquium (Adelaide 1996)

Funds were provided by the Colloquium organisers and split 50/50 between developing countries and consumers. The same committee as for the Oslo Colloquium allocated both developing country and consumer stipends. Members were Hilda Bastian (Coordinator of Consumer Network, Australia), Philippa Middleton (Australia), Juan Lorenzo?

V Colloquium (Amsterdam 1997)

No funds were provided either from the Colloquium organisers or the Consumer Network.

VI Colloquium (Baltimore 1998)

Funds were provided by the Colloquium organisers and split 50/50 between developing countries and consumers. The Consumer Network raised additional funds.

Consumer Stipends Committee: Hilda Bastian, chair (Coordinator of Consumer Network and CCSG, representative, Australia), Gill Gyte (CCSG representative, UK), Jean Jones (ex-CCSG, Canada).

Developing Country Stipends Committee?

VII Colloquium (Rome 1999)

Funds were provided by the Colloquium organisers and split 50/50 between developing countries and consumers. The Consumer Network raised additional funds.

Consumer Stipends Committee: Hilda Bastian, chair (Coordinator of Consumer Network and CCSG, representative, Australia), Jean Jones (ex-CCSG, Canada), Daniela Lupo (Italy), Kevin Osborne (South Africa).

Developing Country Stipends Committee?

VIII Colloquium (Cape Town 2000)

Funds were provided by the Colloquium organisers to developing country stipends only. The Consumer Network raised funds for consumer stipends.

Consumer Stipends Committee: Kevin Osborne, chair (South Africa), Gill Gyte (CCSG representative, UK), Jean Jones (ex-CCSG, Canada), Sue Pluck (Australia).

Developing Country Stipends Committee?

VIII and IX Colloquium (Cape Town 2000 and Lyon 2001)

Consumer stipends: As CCN developed, funding and support functions were separated from decision making, and more representative criteria developed for committee membership: regions represented, no more than one person from one entity (including CCSG), one member of CCSG, where possible chair from host region. By colloquium IX, CCN had a management committee,

and stipend-related process decision-making was made by that committee (in consultation with colloquium organisers).

IX Colloquium (Lyon 2001)

No funds were provided from the Colloquium organisers. Support was given by the CCSG. Sponsorship was received from BMJ Publishing Group (Clinical Evidence). The Consumer Network raised funds towards consumer stipends.

Consumer Stipends Committee: Gill Gyte (UK); Jean Jones (Canada), Kathy Mott (Australia), Samuel Ochieng (CCSG representative, Kenya).

Developing Countries Stipends Committee: The Colloquium Organising Committee invited Luis Gabriel Cuervo, a former stipend beneficiary, to chair the Developing Countries Stipends Committee and to identify other to chair the Developing Countries Stipends Committee and to identify other Committee members. These other members were Mary Ann Lansang, Karla Soares-Weisner and Metin Gülmezoglu. The Committee received the mandate to allocate funds to developing country participants. During the Cochrane Collaboration Steering Group meeting in Rome in 1999, it was decided that 50% of any surplus from Colloquia should go to support stipends for future Colloquia. However, the VIII Colloquium had made a loss. This became apparent too late in the process for the Organising Committee to deal with, so the Stipends Committee was forced to raise funds elsewhere. There were no clear records of previous allocation criteria or rules, so the Stipends Committee also had to start work from scratch. The Stipends Committee decided that stipends would be allocated to people with a proven record of delivering significant contributions and having a lasting commitment to The Cochrane Collaboration, and Stipends Committee members developed a questionnaire used to score applicants' active contributions. A threshold was established for minimum contributions, and only applicants above that threshold were eligible for a stipend. It was decided to restrict the funding to people based in countries categorised as developing countries by the World Bank (non-high income countries). The Cochrane Collaboration Secretariat, the Colloquium organisers and The BMJ Publishing Group provided funding. Local administrative support was provided solely by Margaret Haugh. The Stipends Committee prepared a list of recommendations for the X Colloquium's Organising Committee and expressed the need for more administrative support for future stipends. Informal feedback from stipend beneficiaries suggested that although they were very grateful for the opportunity to attend, they felt segregated because they had to stay in low standard hotels and hostels, often far away from the Colloquium location, and could not afford to attend social events.

X Colloquium (Stavanger 2002)

Funds were provided by the Colloquium Organising Committee and split 50/50 between developing countries and consumers. The Colloquium Organising Committee was responsible for additional fund raising, and received funds for both developing country and consumer stipends from the IX Cochrane Colloquium; the Cochrane Collaboration Steering Group; BMJ Publishing Group, and Update Software.

The Colloquium Organising Committee appointed both Committee Chairs. The Chairs identified members of the committees in collaboration with the Organising Committee.

The Organising Committee provided the necessary administrative support, allowing the Stipends Committees to focus on the allocation of funds and production of reports. The Stipends Committees also decided to provide sufficient funds for applicants to attend social events and to stay in the same hotels as other participants.

Consumer Stipends Committee: Eva Buschmann, chair (Norway, consumer representative at the Nordic Cochrane Centre), Margrethe Nielsen (Denmark, consumer representative at the Nordic Cochrane Centre); Fiona Tito (Australia, consumer representative at the Australasian Cochrane Centre); Silvana Simi (Italy, CCSG consumer representative); Samuel Ochieng (Kenya, CCSG consumer representative).

Hilda Bastian, Consumer Network coordinator, initiated a second consumer stipend process.

Developing Countries Stipends Committee: Luis Gabriel Cuervo, chair (UK/Colombia, former stipend recipient), Reive Robb (UK/Jamaica), Rita Andrea Hovarth, and Martin Meremikwu.

XI Colloquium (Barcelona 2003)

- Funds provided by Colloquium organisers?
- Surplus from year before?

Consumer Stipends Committee: Gerard Urrutia, chair (Spain), Gill Gyte (UK), Silvana Simi (Italy, CCSG consumer representative); Samuel Ochieng (Kenya, CCSG consumer representative).

Developing Country Stipends Committee: Luis Gabriel Cuervo, chair (UK/Colombia), Consol Serra (Spain), Elizabeth Pienaar (South Africa), Karla Soares-Weisner (Brazil/Israel), and Reive Robb (UK/Jamaica). The Stipends Committee built on the scoring system that had been used for the previous year, making few amendments. Positive feedback from the previous year suggested that stipend beneficiaries felt far more included with stipends that covered social events and medium standard hotels, and the Stipends Committee agreed to cover these costs again. Funding was offered by The Rockefeller Foundation, The Cochrane Collaboration Steering Group; and The BMJ Publishing Group. Administrative support was provided by the travel and congress organising agent that reported to the Colloquium organisers. Discussion had arisen during previous years over including medium-high income countries and it was initially decided to exclude them. However, this would have led to the exclusion of several contributors that provided very significant contributions to the Cochrane Collaboration and for whom it was unrealistic to expect institutional support or government support. It was therefore decided that people based in middle-high income countries were eligible for partial stipends, and that they would have to raise funds for the equivalent of the registration. This model proved to work well as all of the relevant contributors were able to raise those funds. All eligible applicants were funded and a small surplus was left for any unexpected expenses.

XII Colloquium (Ottawa 2004)

By the end of 2002, Luis Gabriel Cuervo was contacted by the Canadian Cochrane Centre, organisers of the XII Cochrane Colloquium, to inform him that they have already organised their Stipends Committee, to be chaired by Joseph Beyene and they want him to contribute to it offering some continuity. There has been some emailing between the organisers of the XII Colloquium and Luis Gabriel Cuervo.

Other Consumer Stipends

In 1998 the UK Cochrane Centre established an open competitive pool for consumer stipends for the UK. This process has been completely separate (with liaison and coordination between the respective people responsible for supporting the UK (Nicola Thornton) and the international processes). A separate funding pool became available in Australia. There was, however, no separate advertising and criteria for this, although a locally appointed committee made decisions separately.

The UK would now like to join in the main consumer allocation process but earmark the UK money for UK consumers (i.e. to score everyone together but to allocate to the first so many UK applicants on the overall list using the UK money).

Developing Country Stipends Summary 2001-2003 (To be verified)

People Applied	People eligible	People Funded	Ration F/E	Raised	Funded
----------------	-----------------	---------------	------------	--------	--------

Lyon, '01	36	22	20	0.9090 909	€ 24,118	12573 usd? USD 21,120 NOK 202,854
Stavanger, 02	37	19	15		€ 22,500	
Barcelona, 03	52	19	18		€ 29,000	
					€ 75,618	

Consumer Stipends Summary 2001-2003 (To be verified)

	People Applied	People eligible	People Funded	Ration F/E	Raised	Funded
Oslo, '95			2			
Adelaide, '96	15		5			
Amsterdam, '97						
Baltimore, '98	15-20		9			
Rome, '99	38		20			
Cape Town, '00	43		14			
Lyon, '01	36?	22?	20?			
Stavanger '02	37	19	15			
Barcelona ' 03	34	24	9 (incl. UK)			

Appendix 3: Developing Country Stipend Announcement, XI Colloquium

Stipends for Contributors from Developing Countries

*Our criteria have been changed. After consultation with the Steering Committee, the Stipends Committee has decided to invite applications for partial funding to contributors based in upper-middle income countries (5/3/2003). We have extended our deadlines. Applications need to reach our offices **by 21 March 2003**.*

Who is eligible to apply?

Contributors to the Cochrane Collaboration who are permanent residents in developing countries (as defined by the World Bank). Contributors based in developing countries categorised as upper middle income countries will only be eligible for partial funding.

Consumers should apply for a consumer stipend.

What criteria will be used when selecting applicants?

Applicants must be contributing to the Cochrane Collaboration as a reviewer, hand-searcher, trial search co-ordinator or editor. Active involvement must have started no later than October 2002.

Stipends are intended primarily to benefit places where the Cochrane Collaboration has not yet been well established. It is the responsibility of Cochrane Centres to help raise funds for their staff. Applicants from countries where there is a Cochrane Centre can apply for a stipend but will have a slight handicap compared to applicants from countries where Cochrane Centres do not exist.

Applicants need to be strongly recommended by a review group, field/network, Centre or other Cochrane entity. Applicants should not be employed by this entity.

Supporting entities should send their letters directly to the Stipends Committee.

Support letters need to be in English and should include the following information:

- A brief description of the involvement of the applicant
- The duration of the applicant's involvement
- Contributions the applicant has made
- The reasons why the entity is interested in supporting the application (How will the applicant's attendance at the Colloquium benefit the entity?)
- The specific roles in which the applicant will be involved during the Colloquium such as presenting a paper at a plenary session, presenting a poster or directing a workshop.

Recommendations provided by an entity where the applicant is a paid member of the staff will be given little, if any consideration in evaluating applications.

Priority will be given to applicants who have active roles in the Colloquium, such as presenting a paper at a plenary session, presenting a poster or directing a workshop.

Who will decide about stipend awards?

The members of this Committee are:

Elizabeth Pienaar (South Africa)
Reive Robb (UK/Jamaica)
Consol Serra (Spain)

Karla Soares (Brazil/Israel)
Luis Gabriel Cuervo (UK/Colombia) – Chair.

Communications to the committee need to be addressed to the following email:
stipendsdc@colloquium.info

How should I proceed to send my application?

Please read the [sample application letter](#) and instructions.

What will be done after we receive your application?

We will screen applications and select those that fulfil the pre-established criteria.

We will review the applicant's history within the Cochrane Collaboration. People with a record of strong commitment and tangible achievements will be given priority.

We will evaluate support requirements. People able to achieve partial funding will have a higher chance of success than those that require full support. We strongly encourage applicants to find other sources of support.

Finished work will be given more weight than proposals. Finished reviews will be valued over protocols.

Deadlines and notification

The deadline for submissions is March 21 at 17:00 [Barcelona Time](#). The Committee will make every effort to inform applicants **in early May** of their status. Eligible applicants will be informed if they receive full, partial or no funding.

- Successful applicants will be charged early registration fees provided they register prior to the 30th of June.
- Non-successful eligible applicants will be charged early registration fees provided they register prior to 30th of June.
- The deadline for early registration for people who are non-eligible (e.g. based in a developed country) is the 30th of March 2003.

Language

The Cochrane Collaboration is committed to facilitating access to non-English speakers. However, applicants should be aware that English is the official language of the Colloquium.

Types of expenses covered

Original receipts must be provided for all expenses.

Please note when sending your application:

- Choose the cheapest available airfare.
- Hotel costs will be covered to a maximum of 125 Euro per night, which is enough to cover one of the Colloquium hotels.
- Quote in advance your visa cost (if required) and airport taxes.
- A fixed sum will be allocated for registration, meals, local transportation and social events.

Appendix 4: Developing Country Stipends - Instructions for Applicants, XI Colloquium

How to send your application to the XI Cochrane Colloquium Developing Countries Stipends Committee

1. Obtain a letter of support from a Cochrane entity.

You should not be employed by this entity. The support letter must be sent from the Cochrane entity directly to us. The letter should clearly state your contributions to the Cochrane Collaboration and the purpose of attending the Colloquium.

2. Write your application letter.

An example is provided below.

Applications need to be submitted in English. Please remember to include the following information with your application:

- The approximate date when you became actively involved in the Cochrane Collaboration and a description of your specific involvement.
- Ask the Cochrane entity providing your support letter to include a summary of your contributions to date.
- Complete citations for published protocols and reviews **available in Issue 1, 2003** of the Cochrane Library.
- The specific roles in which you will be actively involved during the Colloquium, such as presenting a paper at a plenary session or directing a workshop. Please refrain from listing sessions you will attend as an observer.
- A detailed description of your needs for funding (see example below).
- Additional funds that you have raised.

3. Send your application.

The deadline for receipt of submissions is March 15 at 17:00 [Barcelona time](#).

You should send your application directly to us.

By Email:

Address your application to: stipendsdc@colloquium.info

Subject: Developing Country Stipend Application

By Fax:

Fax number: + 34 93 726 30 44

The cover letter should be addressed to:

Cochrane Developing Country Stipends Committee
Attention: Mrs. Consol Serra

By mail:

If you choose to send your application by mail, we suggest that you use registered or special delivery mail. Address your application to:

Cochrane Developing Country Stipends Committee
Asociación Colaboración Cochrane Iberoamericana
Papa Pius XI, 40 1º
08208 – Sabadell, SPAIN (España)

Appendix 5: Developing Country Stipends - Application Template, XI Colloquium

Dear Committee Members,

I am interested in attending the 11th Cochrane Colloquium in Barcelona, Spain. I work for {*organisation and country*} and have been actively involved with the Cochrane Collaboration as a {*your involvement*} with {*describe appropriate Cochrane entities*} since {*dates*}.

I have published {*n protocols and n systematic reviews, n of which have been updated n times*}. Complete citation details for all of the protocols and reviews published in the Cochrane Library, Issue 1, 2003 are as follows:

Published Reviews Issue 1 2003:

- Geppetto J, Pinocchio B. Treatments for growing lying nose syndrome. (Cochrane Protocol). First published In: The Cochrane Library, Issue 1, 2003. Oxford: Update Software.

The following updates of my reviews have been published:

- Geppetto J, Pinocchio B. Figaro C, Cricket J. Treatments for growing lying nose syndrome. (Cochrane Review). Updated In: The Cochrane Library, Issue 1, 2003. Oxford: Update Software.

During this Colloquium I will be joining other members of the Cochrane Noses Group to present our latest research results on new strategies for dissemination of the truth. I will be co-ordinating the workshop on developing search strategies.

I have been able to raise sufficient funds from the Stromboli circus to cover my travel expenses. However, I am sending this application to cover my additional expenses, as detailed below. I do not require a visa to attend. I will be arriving to Barcelona the 25th of October and departing the 31st of October. Therefore, I need hotel booking for 6 nights. Detailed expenses **in Euro (EUR)** ([currency converter](#)):

Item	Alread y funded	Request ed funding	Total (Euro)
Airfare (economy)	1,000		1,000
Ground travel		100	100
Hotel (EUR 125 per night)		625	625
Registration fee		550	550
Social events (EUR 60)		60	60
Additional meals* (15 per day)			
Visa expenses and airport tax (if not included in airfare)	100		100
Total	1,100	1,335	2,435

*Breakfast is covered in the cost of the hotel. Lunch and one dinner is covered in the registration fee. Dinner is also included in the social event. These meals should not be included here.

I have asked the Cochrane Nose Groups to mail you a reference letter.

Attentively,

Mr. J Gepetto

Appendix 6: Developing Country Stipends Scoring Questionnaire, XI Colloquium

TOTAL SCORE

Application: «Application»

Applicant: «Name»

Scoring form - Developing Countries Stipends Committee 2003

Active contribution

Applicants will be expected to prove they have been actively contributing to the Cochrane Collaboration as a hand-searcher, trial search co-ordinator, reviewer, or in some other capacity since at least October 2002.

The applicant was actively involved in the Cochrane Collaboration as:

- Reviewer (*Add 3 points*)
- Trial search co-ordinator (*Add 2 point*)
- Hand searcher (*Add 2 point*)
- Peer reviewer (*Add 1 point*)
- Supporter (*Add 1 point*)

The applicant has published protocol(s) in issue 1, 2003 of the Cochrane Library.

- Add 1 point per published protocol in issue 1, 2003

The applicant has published review(s) in issue 1, 2003 of the Cochrane Library.

- Add 3 points per published review in issue 1, 2003.

Subtotal:

Country of residence

Applicants are eligible if they live only in a developing country

- Applicant is a permanent resident only in a developing country. If not, not eligible.
- Applicant is a permanent resident in a developing country with a Cochrane Centre. (*Add 0 point*)
- Applicant is resident in a developing country where there is no Cochrane Centres. (*Add 1 point*)

Subtotal:

Recommendation from Cochrane entity

A signed support letter should accompany applications from an independent Cochrane entity regarding the contributions of the applicant to the Cochrane Collaboration and the purpose of attending the Colloquium.

- At least one independent Cochrane entity strongly recommend the participation of this contributor as crucial to the development of Cochrane activities (*add 7 points*)

- [] At least one Cochrane entity finds advisable the participation of this contributor but this entity is not independent or not strongly recommending it (*add 1 point*)
- [] A Cochrane entity declines supporting the participation of this contributor (*rest 5 points*)
- [] One Cochrane entity vetoes the participation of this contributor (*rest 7 points per veto*)

Subtotal:

Participation in the Colloquium

Applicants will be expected to participate actively at the Colloquium by having an abstract accepted for a presentation, facilitating a workshop, or by being invited by their supporting centre, review group or field/network to attend a specific meeting where they will be responsible for a particular activity.

- [] The applicant is presenting original research in full. (*add 5 points*)
- [] The applicant has an accepted poster (*add 3 points*)
- [] The applicant is co-ordinating a workshop (*add 5 points*)
- [] The applicant was funded to attend the Norway 2002 Colloquium (*rest 1 point*)

Subtotal:

Proof of partial funding

Applicants who are able to provide details on any matching funds they are able to raise will be given a higher priority than those who have no matching funds.

- [] The applicant has been able to raise full funding for airfares (*add 5 points*)
- [] The applicant has been able to raise partial funding for airfares (*add 2 points*)
- [] The applicant has been able to raise funding for full hosting expenses (*add 3 points*)
- [] The applicant has been able to raise funding for full ground travel (*add 1 point*)
- [] The applicant has been able to raise funding for full visas / extra expenses (*add 1 point*)
- [] The applicant has been able to raise funding to cover registration (*add 1 point*)
- [] The applicant requests < 1000 Euro and travels from a different continent (*add 2 points*)

Subtotal:

Committee member initials: _____ Signature: _____

Date _____

Appendix 7: Letter to Successful Developing Country Stipend Applicants, XI Colloquium

City and Date

<NAME>

<Email>

Dear <NAME>

The *Cochrane Stipends Committee for Developing Countries* has reached a decision on the applicants it is able to fund.

We are delighted to inform you that your application has been successful. However, you should note that we had to establish some limits to the amount of money we will be able to allocate to each participant.

In your particular case, we allocated the following amounts (in Euros):

Airfare	€ 0
Visa	€ 0
Hotel	€ 170
Ground travel	€ 14
Total	€184

As a general rule, the following considerations were made.

- Reimbursement will be arranged in <CITY>.
- **Registration fees:** will be paid directly by The Committee.
- **Airfares:** will be reimbursed to each applicant as per invoice. We will reimburse the quantity in the invoice without exceeding the agreed amount.
- **Hotel:** We will try to get the hotel bookings through The Organisation. If you would like to book the hotel yourself, reimbursement will be paid as per invoice and the maximum reimbursement will be €34 per night (€170 for five nights).
- **Ground travel:** The Organising Secretariat will provide bus tickets for transportation in <CITY> during the event. All applicants have been allocated €14 to cover cost of transportation to and from the airport.
- **Visas:** visa expenses will be paid as per invoice, without exceeding the estimate cost established for each country.

Receipts will be required to support any claim.

Any additional expenses will be considered on an individual basis subject to availability of funds and discretionary agreement by the Committee.

Please note that we have a waiting list. If you are not able to attend for any reason please inform us as soon as possible, otherwise your place will be wasted. Your prompt cancellation will allow the attendance of another applicant. If you require further information, please do not hesitate to contact us by email [[http://lgcuervo@upcl.univ-lyon1.fr](mailto:lgcuervo@upcl.univ-lyon1.fr)] or fax (+44 20 7383 6242, addressed to Luis G. Cuervo)

Stipends for Developing Countries have been granted by the following organisations:

- BMJ Publishing Group (Clinical Evidence)
- The Cochrane Collaboration
- The 9th International Cochrane Colloquium Scientific Secretariat.

Luis Gabriel Cuervo

Chair, Cochrane Stipends Committee for Developing Countries

Appendix 8: Letter to Eligible but Unsuccessful Developing Country Stipend Applicants

Ref: Developing Country Stipend: 11th Cochrane Colloquium

Dear <first name> <last name>

It is with regret that we have to inform you that your application for a stipend to attend the XI Cochrane Colloquium has not been successful.

This year the Committee had to evaluate a large number of applications. The evaluation of eligibility involved several criteria, including your tangible achievements as a contributor and the support from independent Cochrane entity.

Based on the evidence presented in your application, the Committee considered that this year you are not eligible for a stipend. However, we want to encourage you to continue contributing and delivering to the Collaboration. We will be very happy if you became eligible for a stipend in future Colloquiums.

We truly hope that you will be able to obtain the necessary funding from an alternative source to attend the Colloquium in Barcelona. Thank you very much for your application for one of the Developing Country Stipends.

Kind regards,

The Cochrane Stipends Committee for Developing Countries

Appendix 9: Letter to Developing Country Stipend Applicants on Waiting List, XI Colloquium

{City and date}.

{NAME}

{EMAIL}

Dear {name}

The *Cochrane Stipends Committee* has reached a decision on the applicants it is able to fund.

Your application has been well evaluated. However, we will be unable to fund your application unless we get a positive reply from some funding agencies, which should reply soon. If sufficient additional funds are secured or if we have cancellations from funded applicants, we will be informing pending applicants immediately and following allocation order. We hope this will be done no later than the end of August.

Luis Gabriel Cuervo
Chair, Cochrane Stipends Committee for Developing Countries

Appendix 10: Consumer Stipend Announcement, XI Colloquium

Do you need help to get to the 2004 Cochrane Colloquium in Ottawa, Canada?

12th Cochrane Colloquium, Ottawa, Canada – 2nd – 6th October 2004

Closing date for consumer stipend applications: DATE

Stipends to help cover costs of travel and expenses to the Cochrane Colloquium next summer are available for consumers from both developed and developing countries. However, funds are very limited – if you can find some or all the money you need from another source (such as your local Cochrane Centre or Cochrane Review Group or Field), please try.

The Cochrane Collaboration defines a health consumer as someone who uses, is affected by, or who is entitled or compelled to use a health related service. A consumer advocate or representative is a consumer who is actively involved with other consumers and able to represent the perspectives and concerns of that broader group of people. The Cochrane Consumer Network considers its members to be people who contribute as consumers to The Cochrane Collaboration and who support the aims of the Consumer Network.

Consumers from developing countries should apply in the 'consumer' category.

If you would like to apply for a consumer stipend, please read the accompanying criteria and application details, and submit your application via fax or email by DATE. (If you don't have access to fax or email, your local Cochrane Centre should be able to fax your application through to us in Canada.) Please note there are two pages in the application form. Brief additional material is welcome.

***You will be notified of the results
of your application by DATE
please include a fax, email or phone number for contact at this time***

Send applications to the 12th Cochrane Colloquium organisers, FAX NUMBER or email EMAIL ADDRESS

Appendix 11: Consumer Stipends - Instructions for Applicants

CRITERIA FOR CONSUMER STIPENDS (2004)

Please read these criteria, and answer all the questions on the application form. Please remember that we need a fax, email, or telephone number to be able to contact you in DATE.

Some assistance is available to help some consumers attend the Ottawa Colloquium in October 2004. As funds are limited, we would ideally seek to provide partial support only, to enable as many people to attend as possible. However, we will also consider providing full support. If you are requesting full support, please indicate why this is necessary.

For other possible sources of travel assistance, contact your local consumer and self-help groups, Cochrane Centre, or the Cochrane group you are involved with.

Applicants must be intending to attend the full Colloquium events between 2 – 6 October 2004.

Applicants will be judged according to the following criteria:

- any contribution that you may have made to the work of the Cochrane Collaboration
- letters of support from Cochrane entities
- any contribution that you will be making to the Colloquium
- your contribution to consumer activities in your community

Please let us know anything else you think might be helpful for us to know about you and your application for a stipend.

A limited number of stipends will be set aside to ensure the participation of newcomers to the work of the Cochrane Collaboration and to applicants from developing countries.

Applications for consumer stipends will be considered by a committee convened by the Canadian Organising Committee:

NAMES OF COMMITTEE CHAIR

NAMES OF OTHER COMMITTEE MEMBERS

12th COCHRANE COLLOQUIUM
Ottawa, Canada: 2 – 6 October 2003

**CONSUMER STIPEND APPLICATION
FORM**

Please read the accompanying instructions and criteria before completing your application. **Applications close on DATE.** Results will be notified by *DATE*.

Consumer applications (including consumers from developing countries) should be sent to the Colloquium organisers at fax *FAX NUMBER* or emailed to *EMAIL ADDRESS*

Please type, or print in capital letters. There are two pages in this form.

Name:

Organisation:

Address:

City and State/Province:

Zip/postal code and Country:

Telephone: (include country & area code)

Fax: (include country & area code)

Email:

1. *Estimated costs of attending the Colloquium*

Please provide an estimate of your costs, in Canadian dollars), (see currency converter under “Links” on colloquium website), of attending the Colloquium in Ottawa, indicating how much of these costs you are seeking.

Item

Amount in Canadian dollars

Most economical airfare
between your home & Ottawa

Most economical ground travel expenses

Accommodation in Ottawa
(# of nights ____ @ (*HOTEL PRICE*))

Colloquium trip (*PRICE*)

Meals¹

¹ Breakfast is covered in the cost of the hotel. Lunch and one dinner is covered in the registration fee. Dinner is also included in the conference trip.

(# of dinners ____ @ PRICE)

Colloquium early registration

PRICE

TOTAL COSTS

- less other contributions

TOTAL SUPPORT REQUESTED

2. *Are you already involved with the Cochrane Collaboration?*

No

Yes (Describe type of involvement, for instance consumer referee, handsearcher, translator, etc):

3. *Have you provided a letter of support from a Cochrane group supporting your application? (This letter should include information about the length of your involvement with the group as well as the nature of your involvement).*

No

Yes

4. *Are you involved as a health consumer outside The Cochrane Collaboration, for instance in a consumer or community group, patient support group, self-help group?*

No

Yes (Describe involvement):

5. *Have you provided a letter of support from a consumer/patient organisation supporting your application?(This letter should include the contact email of the letter writer).*

No

Yes

6. *Will you be giving a paper or running a workshop at the Colloquium?*

No

Yes

7. *Have you previously attended a Cochrane Colloquium?*

No

Yes (Which year/s):

8. *Have you previously received a stipend to attend a Cochrane Colloquium?*

No

Yes (Which year/s):

You are welcome to provide any additional information about yourself and what you hope to gain by attending the Cochrane Colloquium on an extra sheet of paper.

Appendix 12: Consumer Stipends Scoring Form

Scoring Form - Consumer Stipends Committee

Applicant name: _____ Applic. Num: ____

1. Fulfills the CCNet's definition of a consumer?

- No (if so, the applicant is not eligible)
 Yes (the applicant is eligible; proceed to question 2)

2. Level of involvement in The Cochrane Collaboration

- Passive involvement (for instance membership in Consumer Network only) (*0 points*)
 Active involvement (for instance consumer referee, actively involved in the work of the Consumer Network, handsearcher, etc) (*1 points*)
 Very active involvement (for instance actively involved in several areas of the Collaboration or very active in one area) (*2 points*)

3. Recommendation from Cochrane entity

- At least one independent Cochrane entity recommends the participation of this contributor (*1 point*)

This item will supply only 1 point per applicant, regardless the number of supporting letters received. These should help us to assess the "very active involvement" in question number 2.

4. Level of involvement in consumer work outside The Cochrane Collaboration

- Passive involvement (for instance membership in consumer organisation only) (*0 points*)
 Active involvement and involvement that includes some responsibility within the organisation. (Letter of support with contact-email necessary) (*1 point*)

5. Participation in the Colloquium

- Ordinary participant (*0 points*)
 Poster presentation (*1 point per poster*)
 Workshop convenor (*2 points per workshop*)
 Presenter at plenary or parallel session (*2 points per session*)
 Workshop convenor (*2 points per workshop*)

6. Has the participant previously received a consumer stipend?

- Once before or not at all (*no added points*)
 Twice before → Take away 1 point ⁽¹⁾
→ Do not take away 1 point (*no added points*)

⁽¹⁾ Use this rule only when two candidates have the same score and merits are difficult to balance. Active and relevant involvement in the Collaboration must prevail over other considerations.

Total score:

Committee member name: _____

Appendix 13: Letter to Successful Consumer Stipend Applicants, XI Colloquium

Barcelona, 12th May 2003

NAME
EMAIL

Dear NAME

The 11th *Cochrane Colloquium Consumer Stipends Committee* has reached a decision on the applicants it is able to fund.

We are sorry about the delay, and are delighted to inform you that your application has been successful.

Your registration fee, hotel expenses, and Colloquium trip will be paid directly by the organisers. We will be getting in touch with you during the next few days to discuss your travel and food expenses.

We will book you a room at theHotel. If you for any reason would like to stay somewhere else and we will see what we can do. The Consumer Network will be in touch with you nearer the time. If you have any queries in the meantime please contact Gill Gyte at ggyte@cochrane.co.uk.

Please note that we have a waiting list. If you are not able to attend for any reason please inform us as soon as possible, other wise your place will be wasted. Your prompt cancellation will allow the attendance of another applicant. If you require further information, please do not hesitate to contact us by email [GUrrutia@hsp.santpau.es]

With best wishes,

Gerard Urrutia
Chair, Consumer Stipends Committee

Appendix 14: Letter to Unsuccessful Consumer Stipend Applicants, XI Colloquium

Barcelona, 11th May 2003

Name
e-mail

Dear *Name*

The 11th *Cochrane Colloquium Consumer Stipends Committee* has reached its decision on the applicants it is able to fund.

The Committee received a large number of high quality applications and unfortunately had insufficient funds to meet all the demands. We are sorry to inform you that your application was not successful and we will not be able to provide a stipend.

All unsuccessful applications will be passed on the *Cochrane Consumer Network*, who will be in touch with you to see if they can assist in helping you to contribute to the organisation in ways that may mean you might be more likely to be successful should you apply again in future years.

With best wishes

Gerard Urrutia
Chair, Consumer Stipends Committee

Appendix 15: Letter to Consumer Stipend Applicants on Waiting List, XI Colloquium

Barcelona, 11th May 2003

Name
e-mail

Dear *Name*

The 11th *Cochrane Colloquium Consumer Stipends Committee* has reached its decision on the applicants it is able to fund.

The Committee received a large number of high quality applications and unfortunately had insufficient funds to meet all the demands. We are sorry to inform you that your application was not successful but you are amongst a few people who are at the top of a waiting list should we be able to secure more funding.

The names of all unsuccessful applications and those on the waiting list will be passed on the *Cochrane Consumer Network*, who will be in touch with you to see if they can assist in helping you to contribute to the organisation in ways that may mean you might be more likely to be successful should you apply again in future years. If you are unable to wait longer to hear if there is more funding, please let us know and we will remove your name from the waiting list.

With best wishes

Gerard Urrutia
Chair, Consumer Stipends Committee

Appendix 16: Fund seeking sample letter, IX Colloquium

«Title» «FirstName» «LastName»
«JobTitle»
«Company»

REF: Support to attend a Scientific Meeting - Cochrane Colloquium 2001.

Dear «Title» «LastName»,
This year the Cochrane Collaboration will be holding its annual Colloquium in Lyon, France. I have been working with the Collaboration since {date} as {role in CC}

The Cochrane Collaboration is an international organisation aiming to help people make well-informed decisions about healthcare. It is a not-for-profit organisation, established as a company, limited by guarantee, and registered as a charity (United Kingdom: number 1045921).

Although the Cochrane Collaboration was developed in the United Kingdom, it is now an international organisation with a broad network of contributors all over the world (<http://www.cochrane.org/>). In {Country} the Cochrane Collaboration has {list centres and/or activities}

The Collaboration has been very successful creating easily accessible and comprehensive registers of clinical trials and has championed the development of systematic reviews of literature. Research produced by the Cochrane Collaboration has been published regularly since 1994 and is available in different formats (such as CDs, Internet, and access through databases) and languages. It is one of the best sources of evidence on healthcare globally available.

{Describe why your community, country, etc. benefit from Cochrane (applicability of evidence, promotion of research agendas, dissemination of local research results, etc.)}

Contributors to the Cochrane Collaboration have an annual meeting. This year's meeting will be held in Lyon, France, between the 9th and 13th of October 2001 (www.cochrane-lyon.org). Because our organisation cannot provide the necessary financial support to cover my expenses to the Colloquium, my attendance is at stake. I am keen on participating, sharing my perspectives and exploring new strategies to implement more effective dissemination of evidence-based medicine in {Country}.

I would like to know if {Company} could provide me with support to attend the meeting. I am applying for a stipend and my chances of attending will increase considerably if I am able to raise additional support. My request is for support to cover my travel expenses, registration fee or hosting expenses. I would very much appreciate if you could give me a response before {date}.

Please let me know if you would like me to expand on any additional issue. If you require any additional information, you may also contact the Cochrane Colloquium (www.cochrane.org).

{Applicant}
{Position}
{Address} {Telephone and Fax} {Email}

Appendix 17: Expense Agreement Form, X Colloquium

TRAVEL ARRANGEMENTS, 10TH COCHRANE COLLOQUIUM

Stipend recipient's name	[name]	
Date of arrival	29 th July 2002	
Date of departure	4 th August 2002	
Plane ticket	Ordered and paid for by applicant.	
Ground travel (during trip)	Paid for by [name]	
Ground travel (in Stavanger)	Bus card given to stipend recipients upon arrival.	200 NOK
Hotel	Six nights at Rica Forum Hotel. Covered by stipend.	3720 NOK
Satellite meeting, Wednesday 31 st July	Covered by stipend.	500 NOK
Registration	Early registration. Covered by stipend.	4500 NOK
Boat trip, Thursday 1 st August	Covered by stipend.	415 NOK
Meals, 29 th July	Paid by applicant	
Meals, 30 th July	100 NOK for lunch and 250 for dinner. Breakfast included in hotel price.	350 NOK
Meals, 31 st July	For dinner. Breakfast included in hotel price. Lunch included in satellite price.	250 NOK
Meals, 1 st August	Breakfast included in hotel price. Lunch included in registration. Dinner included in boat trip price.	
Meals, 2 nd August	For dinner. Breakfast included in hotel price. Lunch included in registration.	250 NOK
Meals, 3 rd August	Breakfast included in hotel price. Lunch included in registration. Dinner included in registration	
Meals, 4 th August	Breakfast included in hotel price. Rest paid by applicant.	
		TOTAL: 10185 NOK

Appendix 18: Support Letter for Stipend Recipients Applying for Visa, X Colloquium

To the Norwegian Embassy
(Country)

To Whom It May Concern:

REF: Support letter for {name}, birth date: {date}

I am writing on behalf of the Cochrane Collaboration, an international organisation aiming to help people make well-informed decisions about healthcare by preparing, maintaining and promoting the accessibility of systematic reviews of the effects of healthcare interventions.

Contributors to the Cochrane Collaboration meet yearly. The 10th Cochrane Colloquium will take place in Stavanger, Norway, between the 31st July and 3rd August 2002 (www.cochrane.no). We would be very grateful if you can support {name}'s application for a visa to Norway so that {he/she} can attend the Colloquium.

{Name} is an active contributor to The Cochrane Collaboration and works with the Cochrane {name of CRG} Group and the {name of other entities} Group. The annual Colloquium is an important opportunity for {him/her} to meet with these groups and to pursue this work.

{Name} has received a stipend from the Colloquium organising committee to attend the Colloquium. The stipend will cover all expenses, including travel, hotel fee and registration. Stipends have been awarded to twelve {developing country participants/consumer representatives} that have contributed significantly to the work of the Cochrane Collaboration. (For more information on stipend awards, please see the Colloquium web site: www.cochrane.no).

{Name} is a {nationality} citizen. {His/her} date of birth is: {date}. {His/her} passport number is {number}. {Name} plans to arrive in Stavanger on {date} 2002 and to leave on {date} 2002. {He/she} will be staying at the {name of hotel} in Stavanger.

{Name}'s full contact details are:

Fax:

Tel:

If any further queries arise, please do not hesitate to contact us.

Andrew Oxman
Head of Department