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**Standard Operating Procedure – EAHP AISBL**

**Subject: Member projects funded by EAHP**

1. **Scope and goals**

EAHP funding for projects initiated by members was approved by the 2016 General Assembly with the understanding that such projects would only be funded during the 2017/2018 fiscal year.

**Principles**

**Selection process**

* Board decides which project is to be supported.
* More than one project can be supported up to budget for the given fiscal year.
* Projects may be planned for more than one year, however, prolongation must be approved by the Board every year. The decision is based on outcomes described in the interim report. Projects may last no more than 3 years unless outcomes warrant continuation.
* The Board can seek external advice from sub-committee members of the SC dedicated to the project along with the Director of Education, Science and Research and/or the implementation manager.
* All projects must be linked to the Statement implementation project, CTF project or otherwise clearly support enhancement of hospital pharmacy practice in EAHP member states.
* Projects may under no circumstance exceed the budget approved by the General Assembly.

1. The projects should :

a) manifest the support, fostering/ strengthening of the collaboration among member states (2 -3 or even better, conducted in several member states)

b) support and facilitate /alleviate the transfer of knowledge and skills within the scope of the CTF and statements

c) be focused on those statements that are most challenging (problematic, most difficult to achieve the implementation or most interesting – to be implemented first) (according to the EAHP survey results)

**Voting procedure**

After receiving of project proposal/s, the President may ask one or more BMs to serve as a rapporteur of proposal during the Board meeting where the decision would be made.

A vote is taken during BM about the acceptance of proposal/s.

A proposal is accepted when >50% of Board members present at the meeting vote in favour of it.

Several rounds of voting can take place, a project with lowest number of votes shall be excluded for next rounds of voting.

Board member take into consideration during voting e.g.:

* Relevance of the project in terms of Association projects and mission
* Budget
* Possibilities of other sources of financing of project
* Level of impact on the Association members and European patients

**Terms/timeline**

*Timelines for proposals*

* All proposals must be delivered to Board by 10 December each year.
* The Board assesses the proposals During 1st board meeting of the calendar year (Jan/Feb).

Additional steps may be allowed until April Board meeting (clarification of purpose, process etc.) when needed for accepted proposals.

*Timelines of project*

* If the proposal is accepted, it starts with the beginning of fiscal year or after April board meeting.
* Interim/final reports will be provided to the board via the EAHP Chief Operating Officer biannually in September and March for projects requiring longer than one year annually (Dec).
* All expenses must be claimed according EAHP Standing Financial Instructions.

**Formal requirements**

*Proposal*

Project proposal must include at least following:

* Budget
* Demonstration of linkage between EAHP project/mission/purpose and the proposed project
* Timeline
* Identification of main proposer and additional proposer where applicable
* Official letter of support from at least one member association
* Description of desired outcomes
* The dissemination of the project results via one of the below methods and the cost of attendance to any of the below events should be included in the project budget:

a) at academy seminars – the project members/leaders should present the results

b) at the congress: posters, oral presentations…

c) at GA workshops

*Agreement*

A formal agreement between EAHP and principal proposer must be signed before project starts, including coverage of possible intellectual rights.

*Expenses in the project*

Only direct expenses linked to the project can be covered by EAHP as:

* Travelling, meeting, communication expenses in line with SFIs
* Software
* Printed materials etc.

No personal costs shall be reimbursed by the project

All expenses requirements will be send on formal expenses claim form

All expenses might be claimed only in the echo fiscal year when they were incurred

**Proposed timeline for adoption of SOP by Board**

SOP draft ready for comments Oct 15

Per roll am approval Oct 31

Call for proposals Nov 1

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| --- | --- | --- | --- |
|  | Date | Name | Signature |
| Developed | 21 November 2016 | Petr Horak, DF |  |
| Audited | 22 December 2016 | Board members |  |
| Approved |  |  |  |

**Revisions**

|  |  |  |
| --- | --- | --- |
| Dates | Point | Reasons/ |
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