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EEBA SHORT-TERM TRAINING ACTIONS: GUIDELINES FOR APPLICANTS

Financial support is offered to Members of the [European Eye Bank Association](#) (EEBA) to undertake **Short-Term Training Actions** (STTA) aimed at supporting individual movement, strengthening existing eye bank networks and fostering international partnerships, in accordance with the aims and mission of the Association¹.

This funding, in accompaniment to the [Andrew Tullo Travel Grant Scheme](#), seeks to provide EEBA Members with special training opportunities for the advancement of eye banking, and can be summarised as follows:

ELIGIBILITY CRITERIA:

- At the time of application, the applicant should be a registered *Ordinary* (Individual) *or Institutional Member* of the Association in good standing² and have been involved in eye banking for at least one year
- Applicants may be of any nationality. However, the home and the host eye banks/institutions must be in different countries
- Either the home or host eye bank/institution must be in Europe
- In the event that more than one application is received from the same/related eye bank/institution(s), the first submission of that particular applicant will be given preference
- No more than one STTA in three years, from related/same institutions, will be funded
- Applications from public or non-profit eye banks/institutions are preferred
- The duration of the proposed exchange must be for a minimum of one week (five working days) and for a maximum of four weeks (twenty working days)

WHAT IS SUPPORTED?

- Travel and accommodation expenses up to €3,000 (up to €2,500 for travel within Europe and up to €3,000 outside Europe) will be supported, commensurate with the duration and setting of the proposed STTA
- In the application process, your budget needs to be justified
- All ensuing expenditure should be reasonable and able to be verified
- EEBA funding for a proposed STTA should be seen as a means to support applicants in accomplishing defined training actions. As such, it is not meant necessarily to cover all the expenses that might be incurred in carrying out that activity

¹ As detailed in article 2 of the [EEBA Rules](#) (Revision 3)

² As defined by articles 3.1.4 and 3.2.4 of the EEBA Rules (Revision 3)

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WHAT IS NOT SUPPORTED?

- Overhead or hosting costs
- Salary of the applicant
- Travel support for people other than the applicant (i.e. family members accompanying the applicant)
- Purchase of equipment or other items supporting your stay at the host eye bank/institution (i.e. furniture, car, computer, etc.)

APPLICATIONS:

- Funding applications should mention the name of the applicant who is applying for financial support, the name of the eye bank/institution to which the applicant is affiliated and the eye bank/institution where the applicant wishes to visit
- A brief summary (CV) of the applicant's technical background and work experience is expected, along with a brief description of the proposed STTA (with budget, timelines and potential milestones to be achieved)
- When an application is made, support letters from both the home and host institutions should be attached

TIMELINES AND CONDITIONS:

- The call for applications is open throughout the year
- Send your application by email to the EEBA Secretariat (admin@europeaneyebanks.org) at least two months before your intended date of travel
- Applications will be assessed by the *Education and Training Taskforce* on a rolling basis; there are no submission deadlines
- The *EEBA Committee* will determine and publicize an annual STTA budget in order to give an indication of how many applications are likely to be supported in any one year
- Funding decisions will be based as much as possible on the needs expressed by the applicant, on what the applicant may accomplish from the STTA and what the applicant's experience may bring to the host and home eye bank/institution and to the Association
- When the STTA has been completed, the applicant will be expected to submit a written report and present the results of their training as an oral or poster presentation at the subsequent EEBA Annual Meeting