



## FREQUENTLY ASKED QUESTIONS

The Asia Pacific League of Associations for Rheumatology has launched the **APLAR-ASia-Pacific Initiative for Rheumatology Nurse Education (APLAR-ASPIRE) Education Grants** to assist health care professionals and organisations across the region implement the ASPIRE core training modules.

1	<b>What does ASPIRE stand for?</b>	<b>ASPIRE is an acronym for Asia-Pacific Initiative for Rheumatology Nurse Education.</b>
2	<b>What are the ASPIRE core training modules?</b>	The ASPIRE curriculum comprises a series of <a href="#">educational modules</a> on rheumatology care. These were developed with nurses in mind by a working group of leading rheumatologists and rheumatology nurse specialists. Currently, three core modules pertaining to rheumatoid arthritis are available: patient assessment; treatment and self-management education; and disease monitoring and follow-up care. ASPIRE core training modules have been reviewed and endorsed by the APLAR Education Committee.
3	<b>What is the purpose of the APLAR-ASPIRE Education Grants?</b>	The APLAR-ASPIRE Education Grants aim to improve rheumatology patient care through quality medical education.  These grants are available specifically to support educational meetings using the ASPIRE core training modules.
4	<b>What can I use the grants for?</b>	The APLAR-ASPIRE Education Grants can only be used towards the costs of organizing educational meetings using the ASPIRE core training modules. These costs may include venue rental, printing costs of ASPIRE materials (e.g., pre- or post-training assessments, participants or presenter's handbook, meeting agenda) or refreshments for full-day meetings.
5	<b>Do I have to apply for the educational grants to use the ASPIRE modules?</b>	No, you do not need the grants to use the modules. The grants are intended for those who require support to host an APLAR-ASPIRE educational meeting.
6	<b>Do I have to use the ASPIRE core training modules to be eligible for these grants?</b>	Yes. The APLAR-ASPIRE education grants are only available to support meetings based on the ASPIRE core training modules.



7	<b>Who is eligible to apply for an APLAR-ASPIRE Education Grants?</b>	Rheumatologists, nurses, hospitals, healthcare centres, academic institutions, professional associations, patient societies, research bodies with an interest in rheumatology are eligible to apply. Employees of institutions which is currently represented as part of the APLAR committee of that year are ineligible and excluded from grant application.
8	<b>I intend to use these modules for an online training. Am I still eligible for this grant?</b>	No. These grants are only available for face-to-face meetings.
9	<b>Do I have to use all the modules for my event?</b>	<p>No. However, applicants must incorporate at least ONE of the ASPIRE core training modules into the agenda of the meeting for which the grant is awarded for.</p> <p>The meeting must:</p> <ul style="list-style-type: none"> <li>• Allow adequate time for <b>at least ONE</b> lecture using the ASPIRE module slides</li> <li>• Allow adequate time for <b>at least ONE</b> case-based discussion around the learnings from the module</li> <li>• Incorporate the pre- and post-training assessment associated with the selected module (available in the <a href="#">ASPIRE implementation toolkit</a>)</li> </ul> <p>As such, it is recommend that the meeting duration be no less than 90 min.</p>
10	<b>What is the value of the APLAR-ASPIRE Education Grant?</b>	<p>Two types of awards are available:</p> <ol style="list-style-type: none"> <li>1. APLAR-ASPIRE Education Grant I <b>SGD 1000</b> will be awarded to support the organization of small meetings with <b>at least 20 participants</b></li> <li>2. APLAR-ASPIRE Education Grant II <b>SGD 2500</b> will be awarded to support the organization of larger meetings with <b>at least 50 participants</b></li> </ol>
11	<b>Must the meeting be held in Asia-Pacific?</b>	Yes, the grants are only available to support meetings held in Asia-Pacific.



12	<b>Is this grant only available for educational meetings for nurses?</b>	<p>No.</p> <p>The ASPIRE core training modules were developed with <b>nurses</b> in mind by a working group of leading rheumatologists and rheumatology nurse specialists.</p> <p>However, the grants can also be used to conduct meetings in which the audience may also include others who have an interest in rheumatology (e.g., medical students, other allied health professionals).</p>
13	<b>How do I apply for these grants?</b>	<p>If you are ready to apply for the APLAR-ASPIRE Education Grants, application forms are available <a href="#">here</a>. Completed application forms can be emailed to <b>APLAR Office</b> at <a href="mailto:secretariat.aplar@gmail.com">secretariat.aplar@gmail.com</a>.</p>
14	<b>Whom can I contact if I need help with my application?</b>	<p>Send your e-mail queries to <a href="mailto:secretariat.aplar@gmail.com">secretariat.aplar@gmail.com</a>.</p>
15	<b>Can I send in more than one application?</b>	<p>Yes, you may. However, only one grant will be awarded for one event. If you are hosting more than one APLAR-ASPIRE educational meeting, you may submit separate applications for each meeting.</p>
16	<b>Can I submit one application for multiple events?</b>	<p>No. One grant will be awarded for one event.</p>
17	<b>What is the closing date for submissions?</b>	<p>Submit your completed application form <b>at least 8 weeks before your scheduled meeting</b>.</p> <p>All applicants will be notified regarding their applications within <b>2 weeks</b> from the date of submission.</p> <p>There is no closing date for submissions, but the call for submissions will be closed when all available grants have been awarded.</p>
18	<b>When will the results be announced?</b>	<p>All applicants will be notified about their applications within 2 weeks from the date of submission.</p>
19	<b>If my application is deemed eligible, when will I be notified?</b>	<p>Within 2 weeks from the date of submission.</p>



20	<b>Do I need to submit receipts after the event?</b>	<p>Yes, a <a href="#">post-event documentation form</a> MUST be completed and submitted together with the following supporting documents to APLAR <b>within 2 weeks</b> of your meeting date.</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Collated pre- and post-training assessment results (de-identified)</li> <li>• At least one photograph taken at the meeting to show that the ASPIRE modules are being used (can be a back-of-room view to avoid capturing participants' faces)</li> <li>• Final number of attendees</li> <li>• Awardee grant budget reconciliation and supporting receipts</li> </ul>
21	<b>Are there any post-award requirements?</b>	<p>In order to ensure that the grants are used for the purposes for which they are intended, successful recipients are required to complete a post-event documentation form.</p> <p>The following information will be collected:</p> <ul style="list-style-type: none"> <li>• Final agenda of the meeting</li> <li>• Collated pre- and post-training evaluation results (de-identified)</li> <li>• At least one photograph taken at the meeting to show that the ASPIRE modules are being used (can be a back-of-room view to avoid capturing participants' faces)</li> <li>• Final number of attendees</li> <li>• Awardee grant budget reconciliation and supporting receipts</li> </ul>
22	<b>How will the grants be disbursed to successful applicants?</b>	<p>Your grant will be disbursed in full amount and will be credited into your organization's recognized bank account 2 weeks after the receipt and acknowledgement of your completed post-event documentation form and relevant supporting documents.</p> <p>Please ensure that the bank account details are clearly filled in as indicated in the post-event documentation form.</p>