IDF CENTRES OF EDUCATION AND EXCELLENCE IN DIABETES CARE
CALL FOR APPLICATIONS 2020-2021

GENERAL GUIDELINES

Please review the application guideline prior starting the application (available here).

Please note that applications are to be submitted online through a computer or laptop and that completion and submission of the application form does not guarantee that the application will be approved. The online application is available here.

In accordance with the European Union’s General Data Protection Regulation (GDPR), IDF will preserve the confidentiality of any of your personal information. You can learn more about our privacy policy here.

KEY DATES

Application Review: From September 2019
Application Outcome: April 2020

CONTACT US

For any queries, please contact us at centres@idf.org using the following subject line: “IDF Centre Application Query - Name of your institute - Country”

TWO-YEARS APPLICATION FEE

Centre of Excellence

<table>
<thead>
<tr>
<th>Country Category</th>
<th>Type of Institution</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Income Country</td>
<td>Government, NGO, Not-For-Profit</td>
<td>Free*</td>
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<tr>
<td>Other</td>
<td>Government/Public Universities/ NGO/Not-For-Profit</td>
<td>€ 2,500.00</td>
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<tr>
<td></td>
<td>Private Institution</td>
<td>€ 5,000.00</td>
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*If eligible and based on IDF criteria. Final decision remains with the School Committee.

Payable by: Credit card, Bank transfer or PayPal

Centre of Education

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Please find below the list of low-income countries as per the World Bank Classification (last update from 1st July 2019): https://bit.ly/2bBWnzX

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>Ethiopia</th>
<th>Malawi</th>
<th>South Sudan</th>
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<tbody>
<tr>
<td>Benin</td>
<td>Gambia, The</td>
<td>Mali</td>
<td>Syrian Arab Republic</td>
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<tr>
<td>Burkina Faso</td>
<td>Guinea</td>
<td>Mozambique</td>
<td>Tajikistan</td>
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<td>Burundi</td>
<td>Guinea-Bissau</td>
<td>Nepal</td>
<td>Tanzania</td>
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<td>Central African Republic</td>
<td>Haiti</td>
<td>Niger</td>
<td>Togo</td>
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<td>Chad</td>
<td>Korea, Dem. People's Rep.</td>
<td>Rwanda</td>
<td>Uganda</td>
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<td>Eritrea</td>
<td>Madagascar</td>
<td>Somalia</td>
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**DURATION AND EXPIRY DESIGNATION**

The first period of designation starts from **1st January 2020**, and ends exactly on **31st December 2021**.

At the end of the period of designation, the institution automatically ceases to be an IDF Centre.

During the period of designation, IDF can terminate the designation of an institution with a justification. However, a notice of the intention to terminate will be given at least three months in advance to the Centre.

Each Centre will have to submit an annual online report, by **31st December 2020**. The IDF Diabetes Education Committee will consider the annual report and recommendation(s). A decision on the continued approval of the institution as a Centre will be taken accordingly.
APPLICATION ELIGIBILITY CRITERIA

Before beginning the application, please ensure your institution satisfies the following criteria to become an IDF Centre of Excellence. All institutions applying must meet the following criteria.

If you answer “No” to any of the below criteria, you do not meet the eligibility criteria to become an IDF Centre of Excellence.

Does your institution meet all the eligibility criteria listed below to become an IDF Centre of Excellence?

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<td>1.</td>
<td>Be a clinical institution with a multidisciplinary team of health professionals actively involved in diabetes care, prevention and advocacy.</td>
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<tr>
<td>2.</td>
<td>Be operational for at least 15 years, be legally registered within a jurisdiction and have a physical address.</td>
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<td>3.</td>
<td>Have a Board/Governing body and an ethical committee.</td>
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<tr>
<td>4.</td>
<td>State-of-the-art infrastructure providing diabetes care services and education.</td>
</tr>
<tr>
<td>5.</td>
<td>Provide education to multidisciplinary health professionals.</td>
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<td>6.</td>
<td>Provide care and education focused on people with diabetes and their families.</td>
</tr>
<tr>
<td>7.</td>
<td>Contributed to recent research studies.</td>
</tr>
<tr>
<td>8.</td>
<td>Capable of paying the applicable fee (exception for Government/NGO/Not-For-Profit Institution coming from low-income countries).</td>
</tr>
</tbody>
</table>

SECTION 1: Head of the Institution:
- Title, Name, Designation, Email etc.

SECTION 2: Applicant contact details
2.1 Contact Person for the application: Title, Name, Designation, Email etc.
2.2 Assistant/Second in charge Details: Name, Designation, Email

SECTION 3: Institution
3.1 Name of Institution
3.2 Type of Institution: University Hospital, Private Institution, Other Please specify:
3.3 Institution Entity: Government, Private, NGO/Not for Profit, Public/Private Partnership
3.4 Services Available: Out-patient Department, In-patient Department, Both
3.5 Year of Establishment:
3.6 What are the sources of funding of your institution?
3.7 What are the types of services/activity/areas of expertise of your institution?

SECTION 4: Address of the Institute:
4.1 Street and number, City, State/Region/Canton/Province, Landmark (optional), Postal code, Country
4.2 IDF Region
4.3 Website address:
4.4 Social Media Channel of your Institution (if active):
4.5 Language(s): Language to communicate with the patient and HCPs
SECTION 5: Institutional Characteristics

5.1 What is the vision and mission of your institution?
5.2 What are the strategic goals of your institution?
5.3 How does your institution’s mission and strategic goals align with IDF? (Please visit http://www.idf.org/mission and https://www.idfdiabeteschool.org/Home/AboutUs for more details)
5.4 Is your institution an IDF Member?
5.5 Does your institution have a different relationship with IDF (e.g. Project Partner, Committee Member, IDF School Faculty, etc.)?
5.6 Is your institution associated with a regional or national medical/nursing council?
5.7 Please provide a website link of the regional or national medical/nursing council:
5.8 Does your institution produce education resources for patients?
5.9 In what language(s) are they available?
5.10 Is your institution involved in clinical trials and research?
5.11 Please provide more details:
5.12 Does your institution have an established relationship with: Since when?
5.13 Please select all the healthcare professionals available in your institution:
5.14 What is the total number of multidisciplinary staff available in your institution?

SECTION 6: Education Activities Information

6.1 Please provide a brief description of the education activities undertaken by your institution for multidisciplinary healthcare professionals:
6.2 Please provide a website link to these educational resources:
6.3 Please provide a brief description of your education activities targeted to people with diabetes and caregivers:
6.4 Please provide a website link to these educational resources:

SECTION 7: Documents Checklist

7.1 Please provide a valid registration certificate of your institution:
7.2 Please provide a website link to your leadership structure:
7.3 Please upload your institute organogram:
7.4 Please upload the last annual report of your institution:
7.5 Please share a link of a video presentation of your institution describing your activities and available infrastructure for diabetes care and education (refer to the application guideline for detailed instructions):
7.6 Is your institution involved in diabetes research, evidenced by peer-reviewed articles?
7.7 Please provide the list of articles published by your institution:
APPLICATION ELIGIBILITY CRITERIA

Before beginning the application, please ensure your institution satisfies the following criteria to become an IDF Centre of Education. All institutions applying must meet the following criteria.

If you answer “No” to any of the below criteria, you do not meet the eligibility criteria to become an IDF Centre of Education.

Does your institution meet all the eligibility criteria listed below to become an IDF Centre of Education?

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<tbody>
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<td>1.</td>
<td>Your institution should be providing education programmes/training/courses for healthcare professionals for a minimum of 10 years.</td>
</tr>
<tr>
<td>2.</td>
<td>Your programme or course is aimed to train Health Professionals in management of diabetes (IDF does not recognise programmes for people with diabetes).</td>
</tr>
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<td>3.</td>
<td>Your programme has been in operation for a minimum of 2 years.</td>
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<td>4.</td>
<td>Your programme is ongoing and is planned to be delivered at least annually.</td>
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<tr>
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<td>Your programme involves active engagement of a multidisciplinary faculty.</td>
</tr>
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<td>Your programme has a designated coordinator.</td>
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<tr>
<td>7.</td>
<td>Your programme objectives reflect the IDF International Curriculum for Diabetes Health Professional Education.</td>
</tr>
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<td>8.</td>
<td>Contributed to recent research studies.</td>
</tr>
<tr>
<td>9.</td>
<td>Your programme has evidence-based content.</td>
</tr>
<tr>
<td>10.</td>
<td>Your programme or course is aimed to train multidisciplinary health professionals in management of diabetes and related complications.</td>
</tr>
<tr>
<td>11.</td>
<td>Your programme has a 3-tiered evaluation:</td>
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<tr>
<td></td>
<td>a. Programme as a whole</td>
</tr>
<tr>
<td></td>
<td>b. Student learning – evaluation strategy which matches objectives</td>
</tr>
<tr>
<td></td>
<td>c. Organisation/institution as a whole</td>
</tr>
<tr>
<td>12.</td>
<td>Your programme evaluation feedback is incorporated into future programme delivery.</td>
</tr>
</tbody>
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SECTION 2: Contact Person for the application
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3.4 Services Available: Out-patient Department, In-patient Department, Both
3.5 Year of Establishment:
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5.1 What is the vision and mission of your institution?
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5.4 Is your institution an IDF Member?
5.5 Does your institution have a different relationship with IDF (e.g. Project Partner, Committee Member, IDF School Faculty, etc.)?
5.6 Is your institution associated with a regional or national medical/nursing council?
5.7 Please provide a website link of the regional or national medical/nursing council:
5.8 What infrastructure are available at your institute?

SECTION 6: Education Activities Information
6.1 Please provide more information on your education programmes by filling out the following Excel document (available here). Please make sure to complete all sheets of the Excel document.

SECTION 7: Documents Checklist (options will be provided to upload/share link)

7.1 Institution information
7.1.1 Please provide a valid registration certificate of your institution:
7.1.2 Please provide a website link to your leadership structure:
7.1.3 Please upload your institute organogram:
7.1.4 Please upload the last annual report of your institution:
7.1.5 Please share a link of a video presentation of your institution describing your activities and available infrastructure for diabetes care and education (refer to the application guideline for detailed instructions):
7.1.6 Is your institution involved in diabetes research, evidenced by peer-reviewed articles
7.1.7 Please provide the list of articles published by your institution:

7.2 Education activities
7.2.1 Does your institution have an advisory group/steering group or equivalent in place to guide health professional diabetes education activities and programmes?
7.2.2 Please upload a document as evidence:
7.2.3 Please provide a copy of the evaluation form of your courses/training:
7.2.4 Please provide a conflict of interest declaration of Faculty or Members involved in developing the courses curriculum:
7.2.5 Please provide feedback of the participants regarding the pre-test, the post-test and the assessment of your courses:
7.2.6 Please provide the Faculty feedback form:
7.2.7 Please provide a sample of the Certificate awarded to the participant:
7.2.8 Please provide an accreditation certificate of your courses (optional):

Applications are to be submitted online, please visit IDF Website for more details.
APPLICATION ELIGIBILITY CRITERIA

Before beginning the application, please ensure your institution satisfies the following criteria to become an IDF Centre of Excellence and Education.

All institutions applying must meet the following criteria.

Does your institution meet all the eligibility criteria listed below to become an IDF Centre of Excellence?

1. Be a clinical institution with a multidisciplinary team of health professionals actively involved in diabetes care, prevention and advocacy.
2. Be operational for at least 15 years, be legally registered within a jurisdiction and have a physical address.
3. Have a Board/Governing body and an ethical committee.
4. State-of-the-art infrastructure providing diabetes care services and education.
5. Provide education to multidisciplinary health professionals.
6. Provide care and education focused on people with diabetes and their families.
7. Contributed to recent research studies.
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Does your institution meet all the eligibility criteria listed below to become an IDF Centre of Education?

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12. Your programme evaluation feedback is incorporated into future programme delivery.

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- Please provide the Faculty feedback form:
- Please provide a sample of the Certificate awarded to the participant:
- Please provide an accreditation certificate of your courses (optional):

**Useful documents/links:**
- Online Application Form: [https://idfschoolofdiabetes.typeform.com/to/S9xNYK](https://idfschoolofdiabetes.typeform.com/to/S9xNYK)
- Education Activities Information (Excel file): [https://app.box.com/s/3kfsiagxltl42l9tv7sqa1zaovfw7kzdt](https://app.box.com/s/3kfsiagxltl42l9tv7sqa1zaovfw7kzdt)

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