



## **IFHE EU GUIDELINES “CALL FOR STUDIES”**

Following 2017 first “Call for studies” and 2018 second “Call for studies”, IFHE EU Executive Committee decided to launch a third “Call for studies”.

For information, “Sustainable and Climate Resilient Healthcare Facilities – the Challenge” developed by SIAIS from Italy was the recipient of the first Call for studies and the final report is available on IFHE EU website.

Two more studies are currently being developed : “A study on Smart Solutions for a Surgical Unit” by AEIH from Spain and “Preparedness of European hospitals for climate change related risks. Phase 1” by SIAIS from Italy.

### **Conditions and requirements of IFHE EU Call for studies :**

- **Main goal**
  - The goal of these studies is to encourage the collaboration within all members of IFHE-EU and to allow IFHE EU to be a reference centre on healthcare engineering topics to be able to share information on good practices throughout Europe. When completed and approved, studies will be made available for all IFHE EU associations members on the IFHE EU website.
- **Submission instructions**
  - Main author of the submission and the following study must be a member of an IFHE EU association but he may enlist assistance of a university or an engineering or architectural consultant or company. He/she will present curriculum vitae with his/her details.
  - Submission will be in English and present :
    - The goal(s) of the study
    - The chosen methodology
    - The participants to the study
    - The detailed expected outcomes which will be in the final report and why it can fulfil the objective of being of interest for all IFHE EU member associations
    - The expected size (number of pages) of the final report
    - A provisional timetable
  - Main body of the submission will be at least 500 words long in ©PDF and ©Words.
- **Requirements during study and for final report**
  - A short intermediate report in English is required during the conduct of the study and will be sent to IFHE EU Exco members. It will allow them to

- eventually make some observations and approve to launch the final phase of the study
- Final report and all documents related will be in English
- The content of the report must be scientifically and/or technically evidence based.
- If figures, experiences or opinions are cited, they must be accompanied with the related sources
- A bibliography is desirable
- **Evaluation criteria and rules for recipient(s) selection**
  - All decisions related to the IFHE EU “Call for studies” are taken by a jury composed by the members of the Executive Committee of IFHE EU by consensus if possible, or by a majority vote with President’s casting vote in the event of equality of votes.
  - The selection of the submissions eligible to an award will be taken by the jury on the basis of the following criteria :
    - The topic of the study is recognised of interest and useful for all IFHE EU member associations
    - The accuracy in the description of the methodology, the objectives and the deliverables of the study
    - The scientific quality of the proposed evidenced based methodology
    - The credentials of the main author(s) as described in curriculum vitae
    - The credibility of the proposed timetable
  - The jury will select one or two submissions and will decide of the amount of the proposed award from 1 000 € to 5 000 €.
- **Study process**
  - An intermediate report or draft report (©PDF and ©Words) will be submitted on due time to the jury which will validate the content of the draft, make eventually some observations or propose alterations or changes and give the go ahead for the final phase of the study. At this occasion, the author(s) will be entitled to receive 40% of the award via their IFHE-EU associations.
  - The final report (©PDF and ©Words) will be submitted on due time to the jury which will validate it or ask modifications, corrections or improvements of the report. At the final acceptance of the report by the jury, the study will be published on line on the website of IFHE EU and the author(s) will be entitled to receive the remaining 60% of the award via their IFHE-EU associations.