



ASPIRE TO EXCELLENCE: INTERNATIONAL COLLABORATION IN HEALTH PROFESSIONS EDUCATION

APPLICATION FORM

IMPORTANT INFORMATION TO REVIEW BEFORE COMPLETING THIS APPLICATION

Prospective applicants are strongly encouraged to contact the panel chair for an informal discussion before commencing their application.

This application must be submitted by a collaboration including higher education institutions which offer medical, dental, or veterinary programmes that are accredited according to the standards of its national agency. For recognition as achieving excellence in International Collaboration, there must be evidence that includes ***the purposeful action of working with others for mutual benefit that extends beyond the organizations themselves and involves a sharing of responsibilities and power.***

Before you complete this application form, it is important that you review the following document, which is a necessary introduction to your preparation of a complete submission: ***ASPIRE International Collaborations in Health Professions Education: Introduction, Guidelines and Criteria***

The application form is divided into the following sections:

SECTION A	SUBMITTER INFORMATION
SECTION B	RESPONSE TO THE CRITERIA
SECTION C	SUMMARY OF JUSTIFICATION FOR RECOGNITION OF EXCELLENCE
SECTION D	ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION
SECTION E	CERTIFICATION

Essential requirements

Please note that the collaboration must have been active for a substantial period (defined as three years or more) to be eligible for this award. This is an eligibility criterion that must be met. If there are unusual circumstances that are outside this definition of eligibility, please seek clarification from the panel chair.

Please complete all sections of this form in full. For recognition of excellence in international collaboration, there must be documentation provided as evidence to support the examples and narrative included. Applications that do not include supporting documentation or commentaries will not be considered.

SECTION A

SUBMITTER INFORMATION

Names of Collaborators Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.	Role in Institution: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.
Contact person: Click here to enter text. Email address: Click here to enter text.	Tel: Click here to enter text. Fax: Click here to enter text.
First time application in this area?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you applied for ASPIRE in other areas? YES – Assessment <input type="checkbox"/> YES – Social Accountability <input type="checkbox"/> YES – Other <input type="checkbox"/> NO - <input type="checkbox"/>	
Key features describing the collaboration (maximum 750 words) Click here to enter text.	
Word count: Click here to enter text.	

SECTION A (continued)

Accreditation: Date accreditation was first awarded to the collaborating institutions/programmes, date of last review, accreditation status and any conditions of accreditation, and the name and county of the accreditation agency.

A copy of the most recent accreditation letter to be included as Appendix 1.

(maximum 250 words)

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Reference only

Word count: [Click here to enter text.](#)

SECTION B

RESPONSE TO CRITERIA

For each of the criterion in Section B, there are specific topic areas (“sub-criteria”). Please provide one or more examples that you believe address each of the sub-criteria within the given criterion. You may also add other examples that you believe will address the focus of the criterion.

This is the main section of your application. For guidance in preparing your submission, please refer to the informational document ***ASPIRE International Collaborations in Health Professions Education: Introduction, Guidelines and Criteria.***

All documentation, including web links, should be numbered and included in Section D of this application.

In the main text, refer to evidence provided in the appendices, by number. You may not exceed five appendices. Please use your judgement to limit the information provided in the appendices to a manageable level.

If a link to a website is given, please indicate the specific document(s) that is to be considered. If links lead to a website not in English, please provide in an appendix information about the website to help reviewers.

CRITERION 1 – MUTUALLY AGREED GOALS

Sub-criteria:

- 1.1: There is alignment of goals within and across the entities involved in the collaboration.
- 1.2: All collaborators and their stakeholders derive mutual benefits from the collaboration such that there is an influence on health professional education practice, leadership and/or scholarship.
- 1.3: The collaborators periodically review the purpose, goals, and mission to ensure that all perspectives are mutually addressed.

Enter text in support of Criterion 1. Number the paragraphs corresponding to sub-criteria 1.1 to 1.3. You may include additional examples that you believe also demonstrate excellence in this criterion. You must address sub-criteria 1.1 -1.3, unless you provide an explanation of why this topic is not relevant to your collaboration. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.

(500-700 words)

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SECTION B (continued)

CRITERION 2 – SHARED RESPONSIBILITIES AND LEADERSHIP STRUCTURES

Sub-criteria:

2.1: Perspectives from all collaborators are incorporated in the collaboration and this is reflected in implementation plans, management and leadership structures.

2.2: The collaborators actively engage in processes to understand each other’s cultural contexts and acknowledge the role of cultural influences on decision-making, responsibilities and leadership.

2.3: The collaborators openly explore and document any imbalances of power, including perceived or potential imbalances.

Enter text in support of Criterion 2. Number the paragraphs corresponding to sub-criteria 2.1 to 2.3. You may include additional examples that you believe also demonstrate excellence in this criterion. You must address sub-criteria 2.1 -2.4, unless you provide an explanation of why this topic is not relevant to your collaboration. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.

(500-700 words)

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SECTION B (continued)

CRITERION 3 – PROCESSES THAT SUPPORT COLLABORATION

Sub-criteria

3.1: The collaboration uses relevant communication mechanisms to effectively engage all members

3.2: The collaboration engages members with appropriate expertise to facilitate achievement of outcomes

3.3: Support from collaborating institutions is reflected in recruitment, promotion and employment statuses that support individuals who lead and participate in collaborative activities.

Enter text in support of Criterion 3. Number the paragraphs corresponding to sub-criteria 3.1 to 3.3. You may include additional areas that you believe also demonstrate excellence in this criterion. You must address sub-criteria 3.1 – 3.3 unless you provide an explanation of why this topic is not relevant to your collaboration. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.

(500-700 words)

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SECTION B (continued)

CRITERION 4 – DEMONSTRATED LONG TERM IMPACT AND SUSTAINABILITY

Sub-criteria

4.1: The collaboration has demonstrated long term tangible impact on the collaborators, their institutions, communities, and health professional education.

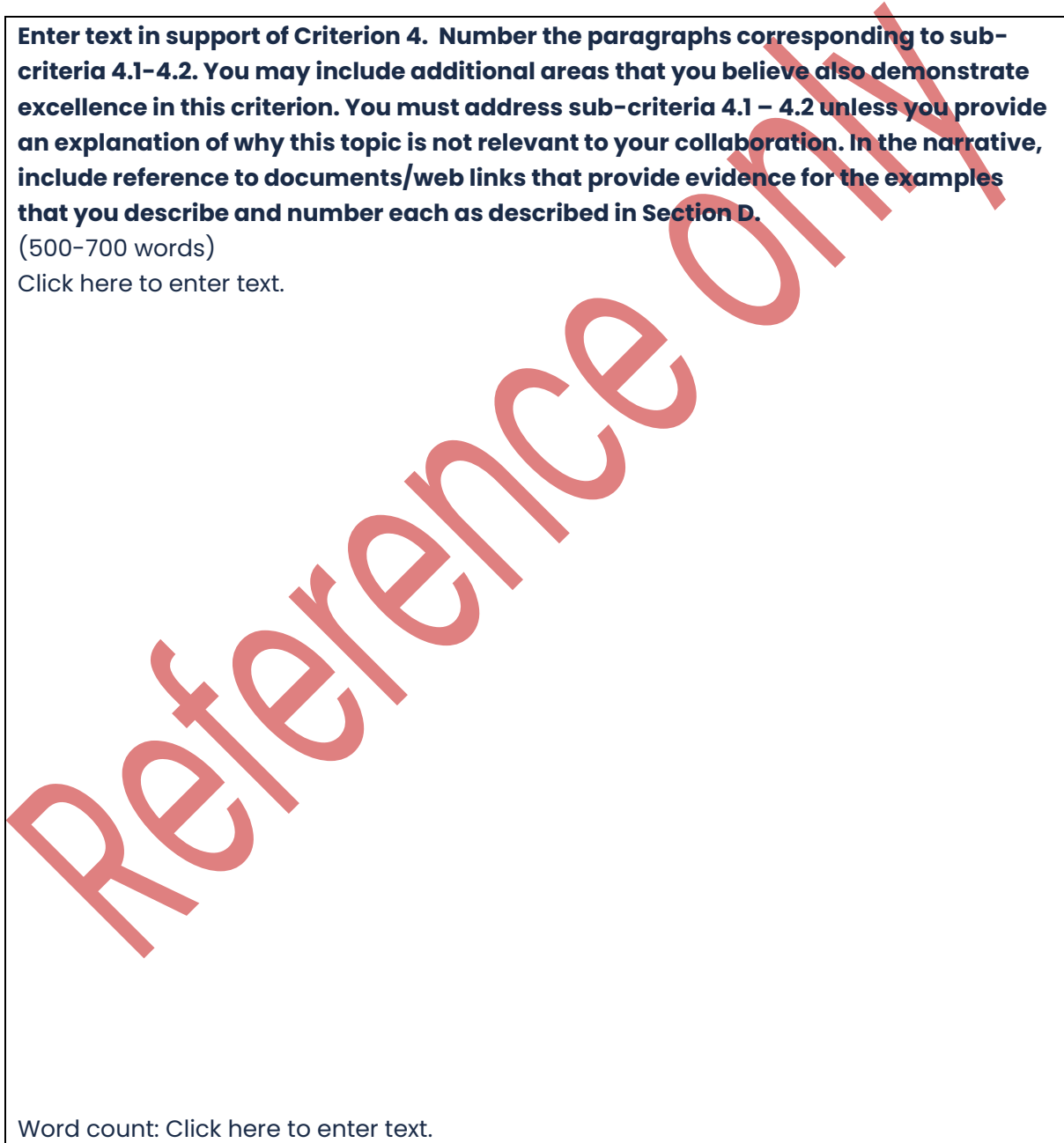
4.2: The collaboration is resourced to sustain itself and/or allow partners to function independently.

Enter text in support of Criterion 4. Number the paragraphs corresponding to sub-criteria 4.1-4.2. You may include additional areas that you believe also demonstrate excellence in this criterion. You must address sub-criteria 4.1 – 4.2 unless you provide an explanation of why this topic is not relevant to your collaboration. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.

(500-700 words)

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SECTION B (continued)

CRITERION 5 – EVALUATION AND PRACTICE SHARING

Sub-criteria

5.1: The collaboration engages in ongoing and systematic evaluation of outcomes and process.

5.2: The collaborators advance collaboration nationally and internationally through consultations, presentations and /or publication

Enter text in support of Criterion 5. Number the paragraphs corresponding to sub-criteria 5.1-5.2. You may include additional areas that you believe also demonstrate excellence in this criterion. You must address sub-criteria 5.1 – 5.2 unless you provide an explanation of why this topic is not relevant to your collaboration. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.

(500-700 words)

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SECTION C: SUMMARY OF JUSTIFICATION FOR RECOGNITION OF EXCELLENCE

A final reflection- why should this submission achieve an ASPIRE award in International Collaboration

This may include reflection on the original reasons for the collaboration, how these may have evolved over time, how decisions were made regarding specific activities to take forward, and the features of the collaboration that specifically facilitated these activities. The reflection could explain how this collaboration helped achieve specific outcomes (e.g., context related or expertise-related features that facilitated outcomes). This would also be an opportunity to reflect on unexpected benefits, unintended outcomes, and aspects that could have been handled better. The reflection should include lessons learned that could benefit others when setting up similar collaborations and conclude with a very short initial summary from the collaborators on why they feel that their work is worthy of the award.

(500 words)

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Word count: [Click here to enter text.](#)

SECTION D

ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION (APPENDICES)

You may attach additional information relating to the submission or support for the submission from a range of stakeholders, for example, health authorities, those concerned with post-graduate education or the local community.

The appendices should be attached in order.

Appendix 1 should be the accreditation letter(s).

Appendix 2 (voluntary) can be an acknowledgement and list of all who contributed to the preparation of the submission.

Up to a total of five appendices may be submitted. Number the appendices in order, and indicate how they relate to the relevant sub-criteria, in the space below. Each appendix must be accompanied by a brief commentary, in English, that summarizes the content and how it provides evidence to support the case for excellence in International Collaboration (**maximum 100 words for each commentary**). Please use your academic judgement to limit the amount of information provided in the appendices to a manageable level.

Where confidential material, for example, relating to finances, is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

In this space, list the appendices in order, and indicate how they relate to sub-criteria. For each, include the appendix number, the title, and the descriptive commentary in English (as needed).

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SECTION E

CERTIFICATION

<p>Certification by Submitter:</p> <p><i>I confirm that the information contained in this application is an accurate reflection of the involvement of collaborators in (enter name of collaboration including relevant institutions/schools/programmes) Click here to enter text.</i></p>
<p>Signed:</p>
<p>Name of Submitter: Click here to enter text.</p>
<p>Role in collaborating Institution: Click here to enter text.</p>

<p>Certification by Heads of institutions:*</p> <p><i>I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of the collaboration.</i></p>
<p>Signed:</p>
<p>Name: Click here to enter text.</p>
<p>Title: Click here to enter text.</p>

**please use additional copies of this table as required for multiple signatories as relevant*

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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