

Centre and Associate Centres Director Stipend Funding

7 February 2017

Strategy to guide stipend provisions

1. Purpose

Strategically, the provision of stipends for travel and accommodation has evolved out of the need to support maximum attendance of Centre and Associate Centres directors at the business meetings of Cochrane, particularly directors from Centres and Associate Centres in low- and middle-income countries (LMICs).

2. Principles for allocating stipends

- a) Funding for only one member of the same Centre or Associate Centres
- b) Conditions and limits on funding:
 - Preference for partial funding – either accommodation or travel; however, if the offer of partial funding will mean non-attendance, then open for negotiation depending on the overall level of stipend requests and previous stipend awards.
 - Receipt of previous stipend awards will be taken into account when deciding on opportunities for Associate Centres directors to attend.
 - Accommodation expenses to cover 2-3 nights at a reasonably priced hotel.
 - Stipend recipients are expected to attend the CBDs meeting plus any strategic session organised alongside the business meetings.

3. Budget

CDs Exec annual budget of GBP 15,000 is available to support CDs Exec functions and travel to Cochrane's business meetings. Members of the CDs Exec therefore have first call on funding. Remaining funds, plus any unspent funds carried over from previous years, are then available for stipends. Priority will be given to supporting attendance at the mid-year meeting, with any leftover funds being put towards Colloquium attendance.

4. Process

- One lead person on the CDs Exec is delegated to run this process.
- Email sent out outlining principles about four months before the meeting.
- Applicants have one month to submit their request and estimated costs.
- All requests are reviewed by delegated lead according to the principles outlined above and recommendations made to CDs Exec for final sign off.