*A picture containing text, clipart

Description automatically generated Apr 2024*

**INSPIRE Prizes**

**Entry Form**

INSPIRE Prizes are open for submissions for a period of one calendar month, with the specific **type** (image or case), **topic** and **entry details** as announced through College channels, including the INSPIRE page of the College website:

|  |  |
| --- | --- |
| **Forms and Links for INSPIRE Prize Entry** | |
| Announcements | https://www.rcophth.ac.uk/events-courses/rcophth-education/inspire-the-rcophth-online-learning-platform/ |
| Consent Form | https://www.smartsurvey.co.uk/s/RCOphth-Inspire-ECRA/ |
| Instructions for Prize authors | https://www.rcophth.ac.uk/wp-content/uploads/2024/04/INSPIRE-Prizes-Instructions-for-Entrants.pdf |
| Submission Form *download*  *(Case of the Month only)* | https://www.rcophth.ac.uk/events-courses/rcophth-education/inspire-the-rcophth-online-learning-platform/share-your-learning-on-inspire/ |
| Submission Guidance  *(Case of the Month only)* | https://www.rcophth.ac.uk/wp-content/uploads/2024/04/INSPIRE-Submission-Guidance-240303.pdf |
| E-mail or transfer entries to: | **INSPIRE@rcophth.ac.uk** |

Submissions not following the entry criteria of the month or the Instructions for Authors will be disregarded.

|  |  |
| --- | --- |
| **Prize & Entry Details** | |
| Month & Year |  |
| Image / Case |  |
| Topic of the month |  |
| Title of entry |  |
| Learner Level *(cases)*  Core/Intermed/Adv\* |  |
| Affiliation\*\* |  |

*\*The level of Learner for which the learning is appropriate only need be completed for cases (not images). The INSPIRE Submission Guidance (link above) defines the three different levels of Learner.*

*\*\*The Affiliation is the name and address of the department or unit:*

*•* ***Patient Images*** *and* ***Cases*** *– where the patient was managed, and probably where the majority of authors work*

*•* ***Other Images*** *and* ***Scenarios*** *– where the first author was working at time of writing*

Entries for INSPIRE Prizes should be sent by e-mail or file transfer (eg: WeTransfer) to arrive **by 23:59** on the **last day of the month**, to **INSPIRE@rcophth.ac.uk**.

Specific requirements of the documents to be sent for Images and Cases are detailed below.

Images and Cases may be submitted for INSPIRE Prizes by a First Author, who must be an RCOphth member, and up to two Co-Authors.

|  |  |
| --- | --- |
| **First Author** | |
| Title &  Full Name |  |
| RCOphth Membership No |  |
| Profession & Grade |  |
| E-mail address |  |
| Consent form complete (Y / N) |  |

|  |  |
| --- | --- |
| **Co-Author 1** | |
| Title &  Full Name |  |
| Profession & Grade |  |
| E-mail address |  |

|  |  |
| --- | --- |
| **Co-Author 2** | |
| Title &  Full Name |  |
| Profession & Grade |  |
| E-mail address |  |

**Please complete the instructions below for EITHER “Image” or “Case” – whichever is designated for the month of your entry.**

**Submission for “INSPIRE Image of the Month”**

**Submission check list**

Send the following as separate files with specific titles in the format detailed below.

YYMM = Year and Month, eg: 2405 for May 2024.

These should ideally be sent in one e-mail/transfer:

• **Entry form** (this form) – “Prize YYMM – [Author Surname] – Entry Form”

This includes ≤200 words of text written on this form in the box below.

• **Image file** – “Prize YYMM – [Author Surname] – Image”

|  |  |
| --- | --- |
| **Text for Image** - ≤ 200 words including title | |
| **Title** of Image |  |
| **Text** – eg:  background,  context, description,  learning points  *(not all of the above; provide text specifically relevant to the image)* |  |

**Submission for “INSPIRE Case of the Month”**

Complete the section for EITHER “Existing INSPIRE Materials” OR follow the “Submission Checklist” for new materials.

It is recommended that you follow the “**INSPIRE Submission Guidance**” to create a high-quality entry (link in first box).

**Existing INSPIRE Materials**

If your case is already visible on INSPIRE you can just submit this entry form, with the next box completed. There is no need to submit files of the materials.

|  |  |
| --- | --- |
| **Case – Existing Materials already visible on INSPIRE** | |
| Date made visible on INSPIRE |  |
| Programme |  |
| Course |  |
| Unit title |  |
| Link |  |

**Submission Check List**

If you materials do not already exist on INSPIRE:

Send the following as separate files with specific titles in the format detailed below.

YYMM = Year and Month, eg: 2405 for May 2024.

These should ideally be sent in one e-mail/transfer:

• **Entry form** (this form) – “Prize YYMM – [Author Surname] – Entry Form”

• **INSPIRE Submission Form** – “Prize YYMM – [Author Surname] – Entry Form”, see link in first box

• **Individual files** for each image, audio, video etc, send the file clearly and uniquely labelled,

eg: “Prize YYMM – [Author Surname] – Video 1”

|  |  |
| --- | --- |
| **I confirm that the majority of this work is my own, and that I have consent of my co-authors to submit this for an INSPIRE Prize** | |
| First Author signature/typed name |  |
| Date |  |