

INSPIRE Prizes

Instructions for Entrants

INSPIRE is the online learning platform of the Royal College of Ophthalmologists. It provides lifelong learning for members of all grades and professions involved in eye care. It also provides an opportunity for all members to contribute to creating online educational materials, and to develop their skills as educators.

Members are encouraged to submit learning materials they have created for the monthly INSPIRE Prizes in a specified category and topic, which changes each month.

| Forms and Links for INSPIRE Prize Entry | |
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| 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/ |
| Prize Entry Form <i>download</i> | https://www.rcophth.ac.uk/events-courses/rcophth-education/inspire-the-rcophth-online-learning-platform/enter-inspire-prizes/ |
| Submission Form <i>download</i> (<i>Case of the Month only</i>) | https://www.rcophth.ac.uk/events-courses/rcophth-education/inspire-the-rcophth-online-learning-platform/share-your-learning-on-inspire/ |
| Submission Guidance | 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 |

Categories of INSPIRE Prizes

Each month the Prize will be awarded in one of the following categories:

- **Image** of the month
- **Case** of the month

Winning and commended entries will be published on INSPIRE. Images may be published by the Editors in any relevant programme or course. Clinical Cases are most likely to be published in the Clinical Decision Making Programme, whereas Situational Cases (problem solving scenarios) are most likely to be published in the relevant programme in the Professional or Personal Development Areas.

Topics for INSPIRE Prizes

Topics for the Prizes tend to be broad and can be interpreted in any way that is relevant to the title. The title for each month will be published well in advance on the College website and INSPIRE platform. Additionally, the topic of the month will be announced one month in advance through other College channels.

Prize Outcomes

Prize Entrants will be notified within a month of the closing date whether their entry is:

- **Winner** – will be sent an electronic certificate. This may be listed in “Awards & Prizes” on a curriculum vitae (CV), job application or portfolio. Winners will be announced through College channels.
- **Commended** – of sufficient standard to be published on INSPIRE. This can be included on a CV, application or portfolio as “Creation of Educational Materials”, but not in “Awards and Prizes”.
- **Rejected** – has not reached the standard required for INSPIRE and therefore will not be published in its current format. Feedback can be requested by e-mail. It maybe that the panel can recommend revisions which could make it worthy of being resubmitted to the relevant Editor Team for reconsideration of publication.

Eligibility and Consent

- The **first author** must be a member of the College in any category (fellow, member, diplomat, affiliate, associate, honorary, overseas, etc). They should have completed the majority of the work for the submission. They can enter for an INSPIRE Prize any number of times during a month or year.
- **Co-authors** should have made a significant contribution to the submission. There may be a maximum of two co-authors in addition to the first author. They need not be members of the College. For a photograph submitted for Image of the Month, the **photographer** should be given authorship.
- The first author must obtain permission for submission from all co-authors, and give **consent** on their behalf for publication of the materials on INSPIRE, using the link: <https://www.smartsurvey.co.uk/s/RCOphth-Inspire-ECRA/>
- Consent includes publication of the materials on INSPIRE and use of the materials and author names/affiliations by the College for information and promotional purposes.
- **Cases already published on INSPIRE can** be submitted for entry to Prizes within 12 months of their initial publication date, and can be visible on the platform. Submission should be by an INSPIRE Prize Entry Form on which the link to the INSPIRE learning is given. The original files do not need to be submitted.
- Images and cases that do not win a prize one month may be submitted for a future prize in a relevant topic.
- INSPIRE Editors and Instructors may enter for the prizes, as first author or co-author.

Submission of Entries

Entries should be sent by **e-mail** or **file transfer** (eg: WeTransfer is freely available) to **INSPIRE@rcophth.ac.uk**

The **title** of the e-mail/transfer should be [inserting detail where necessary]:
“INSPIRE Prize – [Month] [Year], Image/Case, [Topic]”

Entries should be submitted **during the advertised month**, to arrive between 00:01 on the first day of the month and 23:59 on the last day of the month.

INSPIRE Prize Entry Form should be submitted for all entries, and sent together with the **individual files** comprising the submission. Do NOT insert image or other files onto the Entry Form.

Image of the month – submit:

- **Prize Entry Form** – with author details
- **200 words** including the title of your image – in the box on the Entry Form
- **Image file** – a single file (eg: jpeg, png, tiff)

Case of the month – submit:

- **Prize Entry Form** – with author details: **XXX**
Do NOT complete the 200 word text box for Image of the Month.
- **INSPIRE Submission Form** – follow the INSPIRE Contributor Guidance
- **Individual files** for images, videos, audio, etc

Submission for “INSPIRE Image of the Month”

“**Image**” will be qualified in the prize announcement for the particular month, according to the following definitions:

- **Photograph** – a raw, unprocessed image taken with a camera; a true picture of the appearance, for example: external eye, anterior or posterior segment, clinical photographs, people, situations
- **Image** – a visual representation taken with any imaging device, which can include digital manipulation of data (including the devices we might use in clinical practice or research, etc) or an image.
- **Composite** – a single image comprising up to 4 separate images. This is only allowed if specifically stated in the Prize Announcement.
- **Annotated** – lines, marks, text, etc can be overlaid on an image. This is only allowed if specifically stated in the Prize Announcement.
- **Infographic** – a visual display of information presented as a single still image.

200 words of text – on the INSPIRE Prize Entry Form insert ≤200 words of text, including the title of the image. This should help the viewer to understand the context or implications of the image, eg: background, description, learning points.

Judging criteria do not all need to be fulfilled, but images should excel in at least one criterion:

- **Image quality** – including clarity, use of lighting, creativity (view/ atmosphere), beauty
- **Text quality**
- **Interest** – eg:
 - representative of a typical case or an unusual situation
 - ancient/new, macroscopic/microscopic
- **Educational strength** –

- for a specific group of learners or wider application
- strong key messages about the topic/image/technique

Submission for “INSPIRE Case of the Month”

“Case” is a single case/scenario that provides about 10-30 minutes of learning which encourages the learner to evaluate information and make decisions. This will be either:

- **single patient** for clinical topics
- **specific scenario** for education/training/research/management/leadership topics. The scenario can be created from a combination of experienced situations or people. None of the people or locations described should be recognisable to anyone.

Level(s) of Learner for which the case is designed should be recorded on the Prize Entry Form. Contributor Guidance defines the Learner Levels.

INSPIRE Submission Form should be used to submit the written components of your case.

Individual files of images, video or audio should be submitted together with the Prize Entry Form and the Submission Form

Contributor Guidance should be followed when developing your materials. You are encouraged to use interactive elements, and consult the specific sections toward the end of the guidance on “Highlights for Clinical Decision Making Cases” or “Highlights for Problem Solving Scenarios”.

Judging will be based on the **educational value** of the learning materials for its intended audience. It will NOT be based on the complexity of the of the case/scenario. Materials targeting Level 0 learners have as much chance of scoring well at those intended for Level 4 learners. Judging criteria include:

- Appropriate to the **level** of learner
- Variety of **media** used appropriately – several, but not necessarily all, of: text, images, audio (descriptions, interviews), video (moving images, skills/techniques/surgery, presentations, discussions)
- **Quality** of text/images/audio/video
- Use of **interactive** elements (see Contributor Guidance)
- Stimulates **decision-making** skills – to an appropriate or high level