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Erasmus + Capacity Building in Higher Education Project

“Supporting development of Transcultural Competence for  
healthcare professionals in the Western Balkans”  
TCCWB

Project number: 101128620

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Approved by Steering Committee



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## 1. Introduction

This dissemination plan delineates the project's dissemination objectives and the measures to be employed to achieve them throughout the project.

### **An overview of the TCCWB project**

This project aims at the development and innovation of teaching methodologies to integrate transcultural competencies in (pre and post-registration) nursing education in order to increase the skills of the health care workforce. This project responds to the call by developing future-oriented curricula that better meets the needs of nursing students and nurses by developing content (transcultural nursing) and delivery methods (distance and digital learning) that support nursing students, faculty and practicing nurses in becoming more competent caregivers able to meet increasingly complex needs. This project encourages the development and implementation of digital higher education and mainstreams digitalization in the nursing curriculum. Through focusing on the most vulnerable and emphasizing the health care recipients' values, beliefs, and customs and varying way of life, modes of thought, and unique customs, this project helps to lay the foundations for strengthening active citizenship in nursing students and faculty in Albania and BiH. Finally, by focusing on transcultural communication in all areas of healthcare (primary and tertiary care, community nursing etc) this project is relevant to the call by developing education to build 'soft skills' for life and work.

### **Specifically, the project intends to:**

**Specific objective 1.** Map the current situation and the new priorities for the integration of transcultural competence curricula in nursing schools and in practice in the Western Balkans (BiH and Albania) Building on the needs identified in the previous project in the first 6 months of the project, based on a review of recent reports (CRS Report on the people one the move from 2020) and surveys of nursing faculty and students a project roadmap will guide the project and be published in the WB region in order to raise awareness of cultural competence and highlight needs

**Specific objective 2.** In order to improve the level of competence and skills, new and innovative education programs will be developed. Material will correspond to 3ECTS but will be developed such that it can be integrated into preregistration nursing programs in existing modules, or as stand-alone material for pre-registration or post-registration micro credentials.

**Specific objective 3.** Support capacity building for formal and informal education in nursing by training of trainers (nursing faculty). The project will focus on cocreation (with faculty and students) and digitalisation to enhance the digital skills of students and staff. Success in this objective will be measured by active participation of nursing faculty beyond the beneficiary researchers and technicians in the HEIs in WB and by active student participation and testing of pilot training material.

**Specific objective 4.** Implementing materials and methodologies for formal and informal transcultural competence education in nursing schools. By focussing on transcultural care the




project will promote equality, equity, non-discrimination and the promotion of civic competences in higher education in BiH and Albania, and will enhance the knowledge base of nursing faculty.

**Specific objective 5.** Strengthening of infrastructure to deliver training in partner countries by bringing together a diverse range of HEIs and NGOs in two countries in the Western Balkans alongside two HEIs in programme countries, this project aims to foster cooperation and the exchange of good practices. Cooperation between two countries in WB addresses regional issues and strengthens alliances supporting the strengthening of higher education’s wider social ecosystem in both countries and the region.

Table 1. TCCWB Project card.

Project Title	“Supporting development of Transcultural Competence for healthcare professionals in the Western Balkans”
Projects acronym	TCCWB
Projects budget	EUR 700.000
Funded by	Erasmus + Capacity Building in Higher Education Project
Agreement number	101128620
Project timeline	April 2024 - March2027
Project Coordinator	ODISEE – Belgium
Countries involved	Belgium, Finland, Albania, Bosnia and Herzegovina
Project partners	ODISEE University of Applied Sciences - Belgium (ODISEE) University of Zenica - Bosnia and Herzegovina (UNZE) University of Shkodër “Luigj Gurakuqi”, Shkodër, Albania (UNISHK) Turku University of Applied Sciences – Finland (TUAS) Univerzitet U Istocnom Sarajevu - Bosnia and Herzegovina (UES) Fondacija fami - Zaklada fami - Bosnia and Herzegovina (FAMI) Sarajevo Susret Kultura - Bosnia and Herzegovina (SMOC) Džemal Bijedic University of Mostar (UNIMO) - Bosnia and Herzegovina University of Gjirokastra “Eqerem Çabej” – Gjirokastrër, Albania (UCUG)
Working packages	<b>WP1:</b> 1.1. Report on current state on TCC in BIH and Albania in healthcare and healthcare education (specifically nursing) 1.2. Literature review of best practices for teaching and tools for TCC from EU and globally 1.3. Report on local capacity for integration of digital materials and micro credentials in WB HEI beneficiaries 1.4. Road map <b>WP 2:</b> 2.1. Subject specific material for EU workshops 2.2. Subject specific material for BiH workshops 2.3. Subject specific material for Albanian workshops <b>WP 3:</b>



	<p>3.1. Pilot program 3.2. Trained students. <b>WP 4:</b> 4.1. Purchase of equipment and strengthening infrastructure 4.2. Writing and publishing call <b>WP 5:</b> 5.1. Developing promotional materials 5.2. web page &amp; social media 5.3. Dissemination strategy 5.4. Promotional material and dissemination conferences 5.5 Organisation of final project event <b>WP 6:</b> 6.1. Development of evaluation tools 6.2. Evaluation of ToT workshops WP2 6.3. Evaluation of Pilot programme WP3 <b>WP 7:</b> 7.1. Agenda and minutes per SC 7.2. Financial management 7.3. administrative documents</p>
Project logo	

## 1.1 Purpose

This document has been developed as part of the TCCWB project, entitled “Supporting development of Transcultural Competence for healthcare professionals in the Western Balkans”. The project has been funded with support from the European Commission, no. nr 101128620.

The objective of this impact and dissemination strategy is to guarantee that the outcomes and activities of the TCCWB project are effectively communicated to the project partners, target groups, stakeholders, and the general public.

## 1.2 Expected Results

The anticipated outcomes of the TCCWB dissemination strategy are twofold: firstly, to enhance awareness of the project, and secondly, to disseminate information to target audiences and the general public regarding the project outputs and results. This will be achieved primarily through activities conducted during the project. However, throughout the entirety of the TCCWB project, the consortium will disseminate information about the project in order to attract potential future stakeholders and ensure maximum impact.



The dissemination strategy will also aim to (1) communicate to the target groups the benefits that the project provides and the ways in which the results can be exploited, and (2) promote active participation in the project.

### **Dissemination**

Dissemination is a fundamental aspect of the TCCWB project. It serves to guarantee the successful execution of planned activities and to enhance project transparency, visibility, and sustainability.

Dissemination activities will commence at the project's inception and continue throughout its duration, culminating in a sustained effort following its conclusion. This is crucial for enhancing awareness of the necessity to strengthen the nexus between academia and society, fostering collaboration across all stakeholders, including universities, health organization, policymakers, civil society, and the media.

### **Communication in the project context**

The visibility of the TCCWB project will be achieved through the implementation of the following strategies:

- A project website under the University of Shkodra website is set up <https://unishk.edu.al/kerkimi-shkencor/projekte/supporting-development-of-transcultural-competence-for-healthcare-professionals-in-the-western-balkans> All partners will send the information to UNISHK in order to upload the information. All partners will also be requested to use their university websites to disseminate the activities and project outcomes.
- A variety of social platforms (Facebook, Instagram, LinkedIn, YouTube), local media (for those universities which have access to it) etc. will be used for dissemination purpose. There will also be used the newsletters, dissemination materials, information days held at each partner universities and research centres, roundtables with stakeholders, and a final promotional event.
- Accurately strategizing the use of each tool to target a specific audience segment in order to optimise the tool's potential. The creation of a distinctive visual identity, which partners will utilise to ensure a consistent image of the project across its dissemination material, will allow the wider public to better recognise and understand the project. The dissemination of results constitutes an integral component of the TCCWB project throughout its lifespan, both during the project and beyond the cessation of European funding  
Contacting relevant media outlets, for example: At the local or regional level (where applicable). Regular activities should be conducted, including training, study visits, mobilities at partner universities, and the involvement of other stakeholders in the transfer of results to end users, new areas, and policies.  
The final report stage should include the uploading of the final project results and an update of the project description on the Erasmus+ Project Results at EACEA Platform.
- The project partners will disseminate results and develop ideas for future collaboration. They will also evaluate achievements and impact, contact relevant media outlets.

### **1.3 Requirements in terms of dissemination**

Dissemination is one of the award criteria on which TCCWB application was assessed. A detailed and comprehensive plan, describing targets, tools, and outcomes is requested by the Grant Agreement. Although generally, UNISHK takes the responsibility for coordination work for the whole project, the responsibility for the implementation should be shared among all



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partners. Each partner will be involved in these activities according to the needs and roles in the project and share with the UNISHK for the dissemination.

### 1.3.1 Visibility of the European Union and the Erasmus+ Programme

It is incumbent upon beneficiaries to utilise the European emblem (the 'EU flag'), the project logo, and the full name of the European Union in all communication and promotional material. Accordingly, all materials produced for the aforementioned project activities, training materials, the project website, possible videos and social media posts, special events, posters, leaflets, press releases, and so forth, must bear the Erasmus+ logo and include the following wording: "Co-funded by the Erasmus+ Programme of the European Union".

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A disclaimer shall be included on the inner pages of any publications or studies produced:  
*"This project has been funded with the support of the European Commission. The views expressed in this publication [communication] are solely those of the author and do not necessarily reflect the position of the European Commission".*

## 2 Dissemination objectives

The primary objective of the dissemination strategy is to facilitate the sharing of knowledge among the project partners and relevant stakeholders.

The following steps are recommended for the dissemination strategy:

1. Identification of target groups at different territorial levels (local, national, regional, EU).
2. Establishment of core messages of the project to be disseminated to the target groups.
3. Identification of dissemination methods and tools.
4. Dissemination of the results, solutions, and knowledge collected within a project to the general audience.

In defining the purpose of dissemination, the initial step is to determine the intended audience, the message to be conveyed, the dissemination method, and the timing of the dissemination. The principal objective of the dissemination activities associated with TCCWB is to facilitate the involvement of all relevant stakeholders and to ensure the provision of up-to-date information regarding the project's outcomes.





## 2.1 Target groups

The target groups for the TCCWB project dissemination includes:

1. **Nursing Students** – Undergraduate and diploma students in nursing programs who need to develop transcultural competencies before entering the workforce.
2. **Registered Nurses** – Practicing nurses who require continuing education to enhance their ability to work in diverse healthcare settings.
3. **Nursing Educators & Faculty** – Professors, lecturers, and clinical instructors responsible for incorporating transcultural competencies into nursing curricula.
4. **Healthcare Institutions & Employers** – Hospitals, clinics, and other healthcare organizations seeking to upskill their workforce for better patient care in diverse settings.
5. **Healthcare Policymakers & Regulators** – Government agencies, accreditation bodies, and nursing boards responsible for setting competency standards in nursing education and practice.
6. **International & Multicultural Healthcare Organizations** – NGOs, humanitarian agencies, and global health institutions that require culturally competent healthcare professionals

## 2.2 Dissemination strategy

The dissemination strategy delineates explicit directives pertaining to the dissemination activities, encompassing all operational facets of such endeavours. The project results will be disseminated to the relevant target groups in a timely manner and in accordance with the prescribed content. The present strategy delineates the content, timing, and frequency of the various dissemination activities.

In order to guarantee optimal visibility and impact, the project will employ a range of actions. The dissemination of the project will entail the undertaking of activities at the institutional, national, and international levels. The objective is to disseminate information about the project and its participants, as well as to raise awareness among the general public about the potential benefits of the project results. One of the initial tasks is the creation of this document at the outset of the project, with subsequent updates scheduled on a regular basis throughout the project period. Additionally, at the outset of the project, it is imperative to define the project's visual identity, which includes the creation of a logo which has already been realized and approved by the partner universities. Furthermore, the design and printing of promotional material, such as flyers and posters, is completed. These materials will be distributed throughout the duration of the project.

The developed project website, <https://unishk.edu.al/kerkimi-shkencor/projekte/supporting-development-of-transcultural-competence-for-healthcare-professionals-in-the-western-balkans> will maintained through regular updating of content with the support of the partner universities. The purpose of the website is to disseminate information to all relevant stakeholders regarding the project's progress and outcomes. The project will utilise social networks (Instagram / Facebook / LinkedIn) to disseminate information about the project to experts in the field and to reach the student.





### 2.3 Table of tasks and responsible actors.

The following table presents the stakeholders, tools, responsible actors and timeframe for achieving the desired outcomes for the TCCWB project.

	Task	Description, outcomes time frame	Responsible
T5.1	Developing promotional materials	<p>The dissemination and Exploitation Plan should be updated on a regular basis throughout the project in collaboration with all partners.</p> <p>In order to guarantee the project's unique identity, a logo was designed and approved by the partner Universities for TCCWB. Furthermore, templates for Agenda, attendance list, Letter Headed, Poster PowerPoint presentation, banners, power point presentation are approved and required for use by all partners when presenting TCCWB. It is also of significance that the EU disclaimer will be employed.</p> <p>All WB partners will produce promotional materials in the form of project factsheets, leaflets, posters, roll-up banners, notes, pens, which will feature the project's logo and the logo of the European Commission, with the project funds.</p>	<p>Main responsible UNISHK</p> <p>All partners</p>
T5.2	Web page & social media	<p>In order to facilitate the visibility, attractiveness and dissemination of the project results a <i>project website</i> was established under the UNISHK main webpage: (<a href="https://unishk.edu.al/kerkimi-shkencor/projekte/supporting-development-of-transcultural-competence-for-healthcare-professionals-in-the-western-balkans">https://unishk.edu.al/kerkimi-shkencor/projekte/supporting-development-of-transcultural-competence-for-healthcare-professionals-in-the-western-balkans</a>) with the objective of project, information to all interested parties and the public. The website of TCCWB will serve as the platform for hosting this material. Furthermore, in this website there will be published periodic newsletters, project activities, and will support the dissemination updates on the project's status and offer supplementary information pertaining to TCCWB. UNISHK will be responsible to collect all the information (activity by activity) that will be done each partner. Partners must provide this information to the UNISHK.</p> <p>The utilisation of social media is of significant importance for the purposes of communication and dissemination. A Facebook/ Instagram account should be created for the project with the objective of increasing its presence and visibility. This is because Facebook and Instagram are the most prominent social media platform in the world.</p> <p>When each activity takes place in partner Universities, a press release is advised to be published on the TCCWB website as well as on the local media (when possible) depending on the characteristics of each University. The objective of press releases is to secure coverage and disseminate information to the intended audiences. Press releases serve two distinct purposes: firstly, as an advertising tool and secondly, as a means of communicating the progress of the project and the latest news.</p> <p>It will be the responsibility of each activity organiser to coordinate the creation of printed material.</p>	<p>Main responsible UNISHK</p> <p>All partners</p>



		<p>The work package leader UNISHK in collaboration with the partner Universities will be responsible for coordinating the production of three newsletters, which will be released on an annual basis. It is a requirement for all partners to contribute content for the newsletter. The objective of the newsletter is to disseminate information regarding the activities and findings till the moment of being published.</p> <p>When partner Universities participate in external academic conferences or organise internal scientific seminars, project team members are urged to include some presentation of the project outcomes, if the conference topics are related to the project, preferably in at least one conference through the project life. Such events facilitate the dissemination of the project at the international, national and local levels. To this end, an online Excel file will be created by the work package leader and made available to all partners. It is requested that all partners contribute to this table by providing information about relevant events.</p> <p>In all the above-mentioned dissemination materials for the TCCWB project, all members are legally obliged to publicly acknowledge the EU support by displaying the European Union emblem and including the appropriate text.</p>	
T5.3	Dissemination strategy	<p>In order to optimise the impact of the TCCWB project, networking activities have been scheduled throughout the project lifetime with the objective of presenting project results to potential stakeholders. These activities are designed to establish a visible presence at significant international meetings and exhibitions.</p> <p>The objective of this phase is to raise awareness among the general public and potential users of TCCWB. This will entail informing them about the existence of TCCWB, its objectives and the manner in which external stakeholders, including future users, are invited to contribute and provide feedback.</p> <p>The final dissemination conference, scheduled for the conclusion of the project, will serve to showcase the final assets of TCCWB, as well as the TCCWB final blueprint, which will indicate the overall project achievements, lessons learned, and recommendations. All partners are responsible to contribute to this conference with their presentations.</p>	<p>Main responsible UNISHK</p> <p>All partners</p>
T5.4	Promotional material and dissemination conferences	<p>Each WB partner in Bosnia and Herzegovina and Albania is required to organise one info session day, one round table discussion with a wider audience and potential stakeholders (including ministries of higher education, ministries of health, medical chambers and associations of medical faculties, health institutions) and one workshop (co-organised by the WB partner). All partners are responsible for such organisation and will keep informed UNISHK.</p>	<p>Main responsible UNISHK</p> <p>All partners</p>



T5.5	Organisation of final project event	<p>It is obligatory for all WB partners to engage in consultation with relevant stakeholders, including ministries of higher education, ministries of health, medical chambers and associations of faculties of technical medical sciences, and health institutions. This is to facilitate the dissemination of information, long-term planning, and the provision of support for the continuation of exploitation activities and the general sustainability of the project. It is expected that each WB partner will convene a minimum of one meeting with distinct target groups of stakeholders (e.g., nursing chambers and ministries of health) during the second and third years of the project.</p> <p>It is considered essential to engage in face-to-face communication for the purposes of visibility and dissemination. This is intended to encompass not only formal meetings but also informal meetings. Indeed, it is as important to hold informal, interactive and flexible meetings with stakeholders as it is to hold official consultations. This is because it allows partners to obtain direct feedback and inputs.</p> <p>The objective is to identify and make contact with a number of stakeholders who are interested in supporting the activities of the project (representatives of ministries of higher education, ministries of health, medical chambers and associations of medical faculties, health institutions).</p>	<p>Main responsible UNISHK</p> <p>All partners</p>
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## 2.4 Key messages

Once the objective and intended audience of the dissemination have been established, the key messages can be defined. The principal guidelines for key messages are as follows:

- The key messages should be expressed in a clear, simple, and readily comprehensible manner. The language used should be appropriate for the target audience, and non-technical language will be employed wherever feasible.
- The key messages must be tailored to the specific target groups. It is of the utmost importance to consider carefully what information should be conveyed to the relevant parties regarding the project. It is possible to disseminate the same message to disparate audiences; however, the relevance of the message to the target group should be reassessed on a regular basis.
- Information must be accurate and realistic.

Three key messages that will be used during the implementation of the TCCWB project:

### 1. **Enhancing Cultural Competence for Quality Care**

Developing innovative teaching methodologies to equip nursing students and professionals with transcultural competencies ensures more inclusive, effective, and patient-centered healthcare.

### 2. **Bridging Gaps in Global Healthcare**

By integrating transcultural education into nursing curricula, we prepare a workforce that can navigate diverse cultural contexts, reduce health disparities, and improve patient outcomes worldwide.

### 3. **Innovating Nursing Education for a Diverse Future**



Advancing teaching strategies in nursing education fosters adaptability, empathy, and communication skills, empowering healthcare professionals to deliver culturally competent care in an increasingly interconnected world.

Cultural competence is a critical component of nursing education, and incorporating it into nursing curricula is essential for preparing nurses to provide effective, patient-centred care in an increasingly diverse and globalized world. Integrating cultural competence into nursing curricula is not just a matter of meeting accreditation standards or improving communication; it's about preparing nurses to deliver holistic, respectful, and effective care to individuals from all walks of life. Cultural competence is foundational for providing equitable and compassionate care, advancing health outcomes, and reducing disparities in healthcare.

The principal points to be conveyed are as follows:

- It is essential to establish effective and sustainable collaboration with academic institutions to develop a curriculum that aligns with international standards and fosters intercultural competence.
- Effective and sustainable cooperation among partner universities is contingent upon the ability to remain current with international curricula and to enhance intercultural competencies.
- Collaboration/cooperation for increasing cultural competence among teachers, nursing students and nurses
- Enhanced capabilities for research and innovation
- Collaborative generation of knowledge and research with tangible outcomes

The following keywords will be used in dissemination materials:

- Cooperation
- Curricula with increased opportunities for developing cultural competences
- Increasing capacities
- TCCWB

## **2.5 Dissemination tools**

This chapter presents a general overview of the TCCWB dissemination tools that are planned to be prepared and the dissemination activities that will be performed from 2024 until the end of the project.

Furthermore, recommendations are provided regarding the preparation of these tools and activities, with the objective of ensuring that all partners disseminate project information in an effective and appropriate manner. Furthermore, these instructions guarantee that:

- all partners have access to the same information at the same time;
- all partners are aware of the development status of the TCCWB website and platform;
- all partners use appropriate formats and effective communication procedures.



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### **TCCWB visual identity**

The visual identity of the TCCWB project was established at the outset of the initiative. It is imperative that all project partners utilise the agreed templates and logos for any graphics of TCCWB throughout the project and following its completion.

### **TCCWB website**

A website that is user-friendly, well-designed and easily accessible is established and will be fully functional. During the course of the project, the website will be updated on a regular basis by UNISHK with information regarding project activities and the outcomes of these activities provided by partners. During the project life there will be at least 1 post per month, with any additional posts depending on the activities which will be implemented.

### **Social Media**

The existing social media accounts (Facebook, Instagram) of all the partners can be used for the project dissemination purposes. All partners will continuously update their existing accounts with new content as they represent an important means of communication between the consortium and the target groups associated with the TCCWB, with a particular focus on young people. During the project life there will be at least 1 post per month in the respective social media of all partners and partners will share each other's content. In this way there will be generated a substantial number of posts collectively.

The following hashtags are suggested:

#TCCWB

#CulturalCompetenceInNursing

#TransculturalHealthcare

#GlobalHealthEquity

The overall responsibility for the management and content of these accounts lies to all the partners.



### **3 TCCWB promotional materials and activities**

#### **3.1 Videos**

A brief promotional video will be created for the TCCWB project with the objective of enhancing its visibility and elucidating the project's objectives in an engaging manner. Students of the nursing studies at Shkodra University will be prepare it and share it with the partners before the final conference.

#### **3.2 Newsletters**

Newsletters will be produced and circulated at a one-year interval. They will comprise brief articles and updates pertaining to the activities and progress of the project. In order to engage as many stakeholders as possible, it is recommended that the TCCWB partners disseminate the newsletters to their contacts who may be interested in the project, publication on the project website, and announcement through social media.

#### **3.3 Press releases**

The dissemination of project activities, objectives, initiatives, events and services, and relevant achievements can be facilitated through the use of press releases in local media of the partners if they have access. Furthermore, press releases will be disseminated to online social media of the project.

#### **3.4 Brochure and other promotional materials**

The TCCWB project brochure presents the project objectives, target groups, and benefits. It will be available for download from the project website. It is recommended that further targeted promotional material be prepared in order to ensure the maximum dissemination of the project. At each activity organised at partner Universities, it is advised to prepare Bag, pen, USB, plaque etc. with the TCCWB logo and European Commission logo, based on templates already agreed. Each University must cover the expenses.

#### **3.5 Participation in targeted events**

Networking is an important way to share and exchange professional experiences and to disseminate project results. A common way to achieve effective dissemination is for TCCWB partners to participate in targeted events where TCCWB is presented. Personal contacts and presentations through participation in relevant workshops, conferences, fairs and other events top the list of most preferred dissemination channels. All project partners are encouraged to identify and report to UNISHK relevant local/national/international events where the TCCWB project can be presented and reach a wide audience. In any case, after participation, the participating partner should send a full report to UNISHK describing the scope of the event, the means of project dissemination and the size of the audience reached.

These reports should be prepared by including information such as event title, brief description, date and location of the event, website and social media link.





#### 4. Budget Allocation

The project budget includes a specific allocation for Work Package 5 (WP 5). This funding is instrumental in supporting the various activities outlined in WP 5, including the necessary working hours and the procurement of promotional materials.

##### **Allocated Budget and Scope**

A sum has been granted for WP 5, allowing for structured financial planning. The budget covers key components such as:

- **Working Hours:** Ensuring that the required personnel can dedicate time to the project without financial constraints. This facilitates efficient task execution, monitoring, and reporting.
- **Promotional Materials:** Supporting outreach efforts through the production and distribution of promotional materials, which are essential for increasing visibility and engagement with stakeholders.

##### **Relevance to Project Implementation**

The allocated budget ensures that WP 5 activities progress smoothly by covering critical operational costs. The dedicated funding for working hours allows project members to focus on delivering key outputs effectively. Additionally, promotional materials enhance dissemination efforts, ensuring that stakeholders remain informed and engaged with the project's objectives.

This budget allocation is crucial in maintaining project momentum and achieving the goals set forth in WP 5. Further financial breakdowns and expenditure tracking will be conducted to ensure accountability and optimal resource utilization.

#### 5. ICMJE Recommendations on authorship, publication and dissemination rules.

The International Committee of Medical Journal Editors (ICMJE) provides guidelines to ensure fair and transparent attribution of authorship in scientific publications<sup>1</sup>. According to the ICMJE, authorship should be based on the following four criteria:

1. **Substantial Contributions:** The individual must have made significant contributions to the conception, design, data acquisition, analysis, or interpretation of the study.
2. **Drafting or Revising the Work:** The individual must be involved in drafting the manuscript or revising it critically for important intellectual content.
3. **Final Approval:** The individual must give final approval of the version to be published.
4. **Accountability:** The individual must agree to be accountable for all aspects of the work, ensuring that any questions related to accuracy or integrity are appropriately addressed.





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All four criteria must be met for an individual to be considered an author. Those who contribute but do not meet these criteria should be acknowledged in a separate section of the manuscript.

Following these recommendations helps maintain the integrity of academic publishing and ensures proper recognition of contributors.



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## Appendix

### Dissemination Matrix

Activity	Year 1				Year 2				Year 3			
	Q1	Q 2	Q3	Q4	Q1	Q 2	Q3	Q4	Q1	Q 2	Q3	Q4
T5.1 - Developing promotional materials	x	x										
T5.2 - Web page & social media		x	x	x	x	x	x	x	x	x	x	x
T5.3 - Dissemination strategy		x	x	x	x							
T5.4 - Promotional material and dissemination conferences					x	x	x	x	x	x	x	x
T5.5 - Organization of final project event											x	x

<sup>i</sup> ICMJE. 2025. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals. Updated January 2025. Accessed 31.1.2025. Available at: <https://www.icmje.org/icmje-recommendations.pdf>