

ISN

ISN-ANIO

Indukaka Ipcowala
Advanced Scholarship Program

Practical Details for Applicant

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Advancing Nephrology Around the World



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This document is a guide that will help you throughout your scholarship from your first step in the application process to your return upon completion of your training.

The ISN-ANIO Scholarship Program has two application rounds a year. The deadlines for submitting complete applications with all supporting documents are **May 1** and **October 1**.

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Program Goals

The Indukaka Ipcowala Advanced Scholarship Program has been established by the ISN-ANIO India Committee. The purpose of the program is to enable physicians or allied healthcare personnel from India to gain specific skills through practical experience in any field of nephrology, including but not limited to renal pathology, acute kidney injury, chronic kidney disease, kidney transplantation, and dialysis.

For example, this funding could be for a pathologist or pathology technician to train in histopathology techniques, or for an individual to train in a specific area of transplantation such as tissue typing or transplant coordination.

The program will support training in an overseas center for 1-3 months.

Step 1 – Making sure you are eligible

Eligibility criteria

If you can answer YES to all of these questions, you are ready to proceed with your application.

- ✓ Are you an ISN member?
- ✓ Are you living and working in India?
- ✓ Are you nominated by a Home Mentor and your Home Institution who guarantees your re-employment once the scholarship has been completed?
- ✓ Have you identified an appropriate Host Mentor and Institution with whom you have agreed upon a suitable training plan?
- ✓ Does your training plan reflect the skills and knowledge that are required by your Home Institution and which you can implement upon your return?
- ✓ Can you understand and communicate in the host country's language?
- ✓ Are you willing to guarantee your return to India within one month of completing the training? If not, all funds received from ISN-ANIO must be refunded.

If you do not know a Host Institution that could train you, you can find one through the **ISN Scholarship Matching Initiative**. We can also help you locate an appropriate center and establish the first contact.

For more information, contact Jo-Ann Donner (jdonner@theisn.org). In your email to her, please indicate your **preferred host countries and training topics**.

You have up to three chances to apply for scholarship training under the same Host Mentor.

We strongly advise you to look for information about practical issues (taxes, housing, transportation, security, etc.) in the host city prior to submitting your application.

Step 2 – Preparing your application file

You can obtain the application form through the Scholarship Program page on the ISN website or through the ISN Headquarters by contacting Jo-Ann Donner (jdonner@theisn.org).

Your application will only be considered complete if it contains ALL of the following documents:

Application file

- ✓ The completed and duly signed application form including endorsement of the Declaration of Istanbul by both the Home and Host Institutions
- ✓ An acceptance letter from the Host Institution, ideally with specific training plan
- ✓ A curriculum vitae (CV), maximum 3 pages
- ✓ Applicant's letter (250 words) describing your aspirations, at least three specific goals against which the success of the scholarship will be judged, and how the training will benefit your home country and the Host Institution. It should be countersigned by your Home Mentor and Home Institution Director
- ✓ A nomination letter from your Home Institution Director detailing the required type of training and that you have been given the necessary study leave
- ✓ A letter from your Home Institution guaranteeing re-employment (may be combined with above letter)
- ✓ Only if you come from an active ISN Sister Renal Center pair (i.e., at level A, B, C, HB, or HC at the time of your application): include a letter of endorsement from both the emerging and supporting centers
- ✓ A photocopy of your passport or identity.

General tips and comments

- **Application:**

The application is a lengthy process and we recommend you allocate enough time for it before submission. The ISN-ANIO India Committee can only fund a limited number of scholarships each year and only candidates with a strong application file are accepted.

- **Forms:**

Your application must be sent by email using the ISN-ANIO Scholarship application form. The Scholarship Committee will not rank your application if it is hand-written.

- **Letters:**

Make sure all letters are written on official letterheads and duly signed. They will not be considered valid otherwise.

- **Training plan:**

The Committee members who score your application expect an indication from the Host Institution of the training to be provided, with sufficient details to help them judge that there is a match between your aspirations, the Host Institution's offer, and the strategy of the Home Institution. It is highly recommended that the Host Mentor includes a specific training plan with his letter of acceptance. Do not neglect this part and make sure you allocate an appropriate amount of time with your Host Mentor to jointly establish a strong training plan.

- **Re-employment:**

Make sure the letter clearly states that your Home Institution guarantees your re-employment upon completion of your training.

- **ISN membership:**

You and both your Home and Host Mentors must be current ISN members. This is a key condition for your application to be eligible. If all membership fees are not paid, the application will not be submitted to the Scholarship Committee. If you wish us to invite your mentors to enroll and/or wish them to have a list of the benefits of ISN membership, do not hesitate to contact Jo-Ann Donner (jdonner@theisn.org) or visit the Membership pages on the ISN website.

- **Language:**

The application and all enclosed documents **must** be written in English. Documents submitted in any other language will not be submitted to the Scholarship Committee. No exceptions to this rule will be made.

It is the responsibility of the Host and Home Institution to ensure that the applicant's language capabilities are sufficient to efficiently undertake the scholarship training and meet any language proficiency requirements of the host country. The ISN does not conduct any language tests.

- **Licensing requirements:**

In some countries, training with a clinical emphasis is contingent upon specific licensing requirements (e.g., applicants for centers in the USA and in Canada who are expecting direct patient access must be aware that the USMLE examination is necessary for clinical training. It is also the case in other countries such as the UK and Australia.)

ISN strongly encourages applicants to go to countries where they can have hands-on experience and will give priority to these applications rather than observerships.

- **Candidates already at Host Institutions**

Scholarship trainees that are already in training at their Host Institution are not eligible to apply for a further grant and their applications will not be considered by the Scholarship Committee.

- **Declaration of Istanbul (DoI):**

Following ISN's adherence to the Declaration of Istanbul, it has become an important requirement and a criterion of selection that all parties in scholarship training confirm that they endorse the Declaration of Istanbul.

Any other specific host requirements that are not mandatory for ISN should be formulated by the Host Institution.

Step 3 – Submitting your application

The Scholarship Program has two application rounds a year. The deadlines for submitting complete applications with all supporting documents are **May 1** and **October 1**.

Once your application is complete and ready, you can send it to ISN:

✓ Email: Jo-Ann Donner, jdonner@theisn.org

Please submit your application **once** only and as a **fully completed package**. Scanned copies of your application sent by email are acceptable.

All information provided is entered into a database for future reference and is verified by the ISN Headquarters. Upon receipt of the application form and check for completion by the ISN Headquarters, a confirmation will be sent to you.

The results are announced via email approximately 3 months after the application deadline.

No application will be accepted past the stated deadlines. It is therefore highly recommended that you start the process months ahead as it can sometimes take time to gather all necessary documents.

Application Deadlines:	1 May and 1 October
Announcement of results:	July / December
Start Training:	Within 6 months upon receipt of your acceptance letter
Return Home:	Within 1 month of completion of your scholarship training

Step 4 – Review process

Each application is reviewed by all members of the Scholarship Committee. The selection of the most deserving applicants is based upon an objective and fair scoring system. The scoring reflects various factors such as:

- ✓ Academic qualifications (level of training possibilities within home country and applicant's qualifications to undertake proposed training plan)
- ✓ Evidence for relevance and need for this training by Home Institution (clinical skills or specific laboratory or research techniques)
- ✓ Match between the training plan and what the Host Institution offers to meet the needs of the scholarship trainee and Home Institution
- ✓ The goals of training (level of commitment and future contribution to the progress of local nephrology)
- ✓ Host ID Form
- ✓ Institutional involvement in the ISN Sister Renal Center Program
- ✓ The strength and relevance of the recommendation letters

Approximately 3 months after the application deadline, all applicants are notified via email about their acceptance or rejection in the Scholarship Program. The successful candidates will be informed about their grant and their names will be announced on the ISN website.

Once you have started making your travel arrangements and applying for a visa (if necessary), you must inform the ISN Headquarters about your exact starting date.

Concurrent funding

You must declare any concurrent funding or funding applications to other organizations. If both your ISN and other applications are successful, then you will be encouraged to accept the other application so that more ISN-ANIO funds are available for other scholarship trainees.

Step 5 – Living in your Host Institution’s country

Insurance

ISN cannot be held liable for any consequences related to travelling or staying abroad. The responsibility for procuring health/accident and travel insurance remains with the scholarship trainee; you or your relatives cannot hold ISN responsible in the event of untoward events or experiences.

Financial support

ISN-ANIO Scholarship is awarded on the condition that scholarship trainees return to India within one month after completion of the training to use their newly acquired skills to help improve the standards of nephrology care. Failure to do so, unless exempted in writing by the ISN-ANIO India Committee Co-chairs, means you are in violation of the conditions of the scholarship and must pay back the grant money to the ISN.

The total sum of the grant is in alignment with the length of the training and varies according to the anticipated expenses in the host country, as per World Bank data (up to a maximum of \$7,500 USD for a 3-month scholarship). Grants are intended to cover, or offset, all costs related to the scholarship, including travel, accommodation, and living expenses. The grant is intended to cover expenses of the scholarship trainee, not his/her family.

In order to receive your grant, you must fill out the payment request form (provided along with your acceptance letter) and send it to the ISN Headquarters. This document must be signed by your Host Mentor in order to be valid. If all information is in good order, you would receive your grant within the next two weeks. It is therefore advised that you take some spending money in order to cover your expenses upon your arrival.

You may opt to receive your payment either in the form of a wire transfer (preferred) or a check. The payment can also be sent to your Host Institution if this is more convenient for you.

Please note that ISN does not have any information on local tax policies. You may wish to contact past or present ISN-ANIO Scholars and ask them to share their experiences with you or give you advice. Their names and addresses are listed on the ISN website.

Step 6 – Finishing your training

You are required to return home within one month after completion of your training and must work in your Home Institution for a period of at least 3 years and fill a long-term position in India in line with your training objectives. Failure to show proof of return home will result in you having to return all of the grant money you received to the ISN.

At the end of your training, you must send ISN the Scholar End of Training Report (the form is available through the Global Operations Center or on the ISN website). Your Host Mentor will also need to fill out the Mentor End of Training Report about your performance. These reports are expected within three months following the end of your training.

After verification and approval of the reports by the Scholarship Committee Chair, you will be issued a certificate for the training.

You can send your training report by email:

- ✓ Jo-Ann Donner
- ✓ Email: jdonner@the.isn.org

In order to monitor ISN-ANIO Scholars' accomplishments, ISN will send out a questionnaire to past scholars every two years, which is to be completed and submitted online. It is expected that you will complete these questionnaires. ISN-ANIO India Committee attaches great importance to maintaining a relationship with all past scholars.

Being successful

You should make sure that you present, as part of your application, a well-described and coherent training plan justifying the proposed training, describing your goals, ambitions and expectations, and giving cogent reasons for your choice of Host Institution.

Your scholarship application will be assessed and compared to those of other candidates and your chances of success depend on the relative strengths and weaknesses of the other applicants as well as the number of applicants.